



Job Description

Job title:	Labourer
Reporting to:	Team Leader
Hours:	Full-time
Base Location:	Pym & Wildsmith (Metal Finishers) Ltd, Bramshall Industrial Estate, Bramshall, Uttoxeter, Staffordshire, ST14 8TD

Purpose of the Position

The post holder is responsible for providing support to the production team to enable an efficient operation of the department. They will have a keen eye for detail and be used to working to very high specifications and standards, whilst working to tight deadlines in a fast-paced production environment.

Hours

AM Shift

6:00am-14:30pm Monday to Friday

PM Shift

14:30pm-01:00am Monday to Thursday

Pay Rate

£10.00 per hour (AM Shift)

£11.20 per hour (PM Shift – includes shift allowance)

Key Requirements

Duties

- Prepares, bungs, sands and masks up the parts for processing.
- Loads, unload, de-bungs, de-masks processed items and packs for dispatch to P&W/customer packaging standard.
- Responsible for counting items and ensuring that they have the right part number etc.
- Gives route cards to their Team Leader and informs them if there are discrepancies in the counts in relation to the route card quantities.
- Scan route cards for stoving/packing operations where required.
- Carries supplies to work stations.

- Support a smooth transfer of work activity between the day and the night shifts.
- Ensure that the working area is kept neat and tidy at all times and that there are no obstructions, ie, grids and doorways are kept clear.
- General housekeeping duties as required by Team Leader.
- Adhere to Company health and safety policies and practices.
- Work in accordance with Company operating procedures and guidelines.
- Wear their Personal Protection Equipment (PPE) at all times when walking around the Company site.
- Maintain PPE to a high standard.

Person Specification

Skills, Knowledge and Experience

Essential

- Must have the ability to carry out manual handling duties
- Being able to manage stressful situations
- Excellent time management and organisation skills
- Good communication and interpersonal skills
- Good numeracy and literacy skills
- Must have ability to work well within a team
- Self motivated and enthusiastic
- Ability to work under pressure and meet targets and deadlines
- Able to work in a busy production environment that often demands high levels of concentration
- Able to respond effectively to changing priorities
- Able to manage high volume workload
- Able to work effectively with minimal management guidance/supervision
- Willingness to accept responsibility
- A commitment to delivering the best possible customer service
- Being able to maximise customer satisfaction
- Conscientious
- Attention to detail and quality of work
- Professional and amenable at all times
- Basic computer literacy
- Is readily adaptable to changes in working procedures and practices and is open to opportunities to improve own skills
- Flexible attitude to cover other tasks

Desirable

- Experience in a similar role in a production environment.

Additional Information

- Due to our rural location, your own transport is strongly preferred, however we do have people who carpool

- The duties and responsibilities of this job description are not exhaustive, and the post holder will be required to perform additional duties and responsibilities over and above those defined to meet the needs of the business.