

Operator - Flexibles

Position Description



Position Title:	Operator - Flexibles		
Reports to:	Conversion Supervisor - Flexibles		
Direct Reports:	Nil		
Financial Delegations:	Not Applicable		
Division:	Flexibles Operations	Department:	Flexibles
Location:	Brisbane	Creation Date:	27/09/2011

Company Overview

Brief summary of company:

Signet is always the best place to look for packaging, safety and cleaning supplies. As a company we are passionate about providing the best service both internally and externally, and this is a key point of difference for Signet in the marketplace. We are passionate about Operational Excellence and have set ourselves a goal to be the world's best at Direct and Database Marketing. Ultimately we will deliver to our customers an Unmatched Low Cost Customer Service Experience - Always.

Our brand promise is to be - Always in stock. Always on time. Always reliable.

Mission Statement:

To be the first place industry looks for their packaging and safety supplies – always.

Group Core Values:

Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

This role is responsible for assisting the Senior Operator - Flexibles in achieving optimum extrusion conditions which conform to Signet's specifications and quality standards. This role is also required to follow all relevant Standard Operating Procedures to ensure a continuous supply of products to meet warehouse inventory levels.

Organisational Requirements:

- ➔ All positions within the Winson Group will always support the achievement of our Mission.
- ➔ When dealing with our colleagues, customers and the community, all employees should always act in accordance with the company's stated values and behaviours, customs and practices.
- ➔ Employees are always required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- ➔ Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

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Key Responsibilities

Operations

- Safe start up, shutdown and continuous operation of extruders and associated equipment.
- Continuous monitoring of plant ensuring that finished product meets specifications and that production targets are met.
- Problem solve and carry out first aid maintenance where necessary.
- Carry out in-line QC checks to ensure finished goods are in specification according to customer requirements.
- Rewind master rolls on automatic and semi-automatic winders as required.
- Formalise production reporting, including completion of shift logs including rates of production and downtime (both hard copy and IT based systems).
- Pack and label finished goods as per customer requirements.
- Goods receipt of raw materials in line with company Standard Operating Procedure (SOP).
- Display behaviours consistent with the stated Winson Values.
- Participate in team huddles and contribute to continuous improvement projects in the work area.

Workplace Health & Safety

- Complete daily forklift checks at the commencement of specified shift as per appropriate check list.
- Ensure integrity of safety switches and guarding on all machinery.
- Personal Protective Equipment to be worn as directed at all times and safe working practices, (such as correct lifting technique) are adopted and used.
- Housekeeping is to be of a high standard at all times, ensuring film extruders and other machinery are clean and maintained as per suppliers specifications.
- Comply with and maintain familiarity with all relevant Standard Operation Procedures.

Key Competencies/Experience

Key Competencies

- Demonstrated understanding of extrusion technology and blown film concepts.
- Ability to develop technical skills by proactively assisting the Senior Operator – Flexibles in performing the tasks to manufacture products to agreed quality standards.
- Demonstrated understanding of plant safety processes and practices.
- Demonstrated high standard of attention to detail.
- Demonstrated ability to manage time effectively.
- Ability to work both as an individual and as a member of a team.
- Sound interpersonal, oral and written communication skills, and the ability to develop and maintain effective relationships with a broad range of people.

Experience

- Previous experience in Blown Film Extrusion.

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Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Relevant safety and quality checks are performed accurately and on time.
- Work is of a high quality standard and meets production schedules.
- Equipment first aid maintenance is performed on time and to standard.
- Housekeeping standards are maintained as per schedule.

Qualifications

- N/A.

Mandatory Criteria

- Current Forklift License.

Specific Requirements of the Position

- Able to work a rotating shift of 40 hours per week including afternoon and night shifts.
- Light to heavy lifting required, up to 25 kilograms.

Key Stakeholders

- Flexibles Team Members
- Winson Group and Signet employees
- Suppliers
- Signet Customers

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature

Date

Manager Name & Signature

Date

Date	Reviewed By	Comment
27/09/11	T Winson	New format
14/12/13	M Pullinger	Updated PD, Reflect responsibilities and current practices
14/08/14	A McPherson	PD updated and organisational chart removed.
29/05/17	S McCalman	Updated to reflect current practices and incorporated Values & Behaviours
4/12/17	K Johnson & N Golenkova	Updated responsibilities
17/9/19	L Campbell	Updated "Plastics" to "Flexibles"

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