

Plastics Operator

Position Description



Position Title:	Plastics Operator		
Reports to:	Plastics Production Supervisor		
Direct Reports:	Nil		
Financial Delegations:	Not Applicable		
Division:	Operations	Department:	Plastics
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 Plastics Operator 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.

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- 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.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values

Plastics Operations

- Ensure all film extruders are set up, operated and shut down correctly to match order product specifications on eight (8) hour shifts in line with supplier instructions.
- Observe continuous operation of machinery ensuring that completed product meets specifications, set production schedules, and detect jams or malfunctions, making adjustments as necessary.
- Turn valves, and dials of machines to regulate pressure, temperature and speed, and feed rates to set cycle times.
- Monitor job accuracy and quality to ensure consistency with customer requirements by performing regular quality checks.
- Rewind master rolls on automatic and semi-automatic winders as required.
- Enter shift's manufacturing results into department spreadsheet to maintain an accurate record of production levels.
- Record process control data on appropriate daily, weekly and monthly check sheets.
- Pack and label finished goods as per customer order specifications.
- Load and unload trucks, ensuring accuracy and quality of materials delivered.
- Label raw materials correctly with relevant item numbers and quantities in line with company Standard Operating Procedure (SOP).

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 is kept in a clean condition and maintained as per supplier specifications.

Key Competencies/Experience

Key Competencies

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- Demonstrated understanding of extrusion technology and blown film concepts.
- Ability to develop technical skills by proactively assisting the Senior Plastics Operator in performing the tasks to manufacture products to Signet's 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 Extrusion.
- Previous experience in Blown Film Extrusion.

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 Quality is of a high standard and in line with production schedules.
- Equipment maintenance is performed on time and to standard.
- High levels of housekeeping conditions are maintained.

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

- Plastics Team Members
- Winson Group and Signet employees

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- 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	_____

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