

# Colourpack Process Operator

## Mixing Room

### Position Description



Position Title:	Colourpack Process Operator (Mixing Room)		
Reports to:	Colourpack Manager		
Direct Reports:	Nil		
Financial Delegations:	N/A		
Division:	Operations	Dept:	Colourpack
Location:	Brisbane	Creation Date:	27/09/2013

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## 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

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## Position Overview & Organisational Requirements

### Position Summary:

The Process Operator (Mixing Room) is responsible for supplying the ink and aerosol packaging lines with bulk products in a timely manner ensuring customer satisfaction and compliance with Signet's quality standards.

### 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

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with the Workplace Health and Safety Legislation, relevant to each state.

## Key Responsibilities

- Display behaviours consistent with the stated Winson Values

### Process Operations

- Operate Ink and Paint Mixing equipment to produce batch products as per Standard Operating Procedures (SOP's) in a safe and efficient manner.
- Adhere to work and job sheet instructions accurately to fill all batches of bulk product, using only raw materials with HMIS label, performing all necessary process tests to ensure that the required standard of product quality is achieved.
- Update and maintain records, ensuring all batch numbers, raw material details, test results and alterations are recorded accurately.
- Perform equipment maintenance and cleaning activities on Ink and Paint mixing equipment as directed.
- Supply a representative sample of each product produced to Laboratory for further testing prior to batch production.
- Identify maintenance issues and report to Production Supervisor.
- Participate in Continuous Improvement Programs and adhere to LEAN Manufacturing principles as directed by Leading Hand / Production Supervisor.

### Inventory Control

- Maintain a well organised and clearly identifiable raw material store, ensuring all raw materials are labelled with a HMIS label.
- Maintain sufficient stocks of cans, valves, marbles, actuator, caps, and packaging tape, and replenish as required.
- Operate forklift as required to receive raw materials, unload, and store correctly as per SOP.

### Workplace Health and Safety

- Demonstrate safe work techniques, report incidents, and wear appropriate Personal Protective Equipment (PPE) as per the employee handbook guidelines, SOP's and as directed by Production Supervisor.
- Minimise wastage of raw material, finished product and packaging.
- Ensure all splash and spillage is cleaned appropriately as soon as practical.
- Ensure work area is well ventilated as per SOP.
- Utilise static straps as per SOP.

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## Key Competencies/Experience

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- Ability to develop technical skills by proactively undertaking professional development in process operations.
- Demonstrated understanding of manufacturing safety processes and practices.
- 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 as a Process Operator.

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## Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Finished product is produced, tested and complies with company standard and SOP.
- Equipment maintenance is performed on time and to standard in line with SOP.
- Minimal wastage of raw material and packaging products.
- All Colourpack Housekeeping requirements are maintained.
- Daily production targets are achieved.

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## Qualifications

- Certificate III in Process Operations (Desirable)

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## Mandatory Criteria

- Current forklift license

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## Specific Requirements of the Position

- Ability to lift up to 20 kilograms

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**Key Stakeholders**

- Colourpack Team Members
- Winson Group and Signet employees
- Suppliers

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**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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