

## JOB DESCRIPTION / PERSON SPECIFICATION

<b>Job Title:</b>	<b>Mill Assistant</b>
<b>Reporting to:</b>	Front-end Supervisor
<b>Supervisory responsibility:</b>	None
<b>Key Relationships:</b>	External: Customers Internal: All staff

### MAIN PURPOSE OF THE JOB

Responsible for general front end cleaning and housekeeping, basic operational tasks and material handling.

### KEY TASKS

#### Production:

- Goods in (reporting to Materials Co-ordinator)
  - Booking in
  - Sorting
  - Storing
  - General housekeeping
- Scouring
  - Stock movement
  - Assistance in taking off cleaned fleeces
  - Post scour equipment cleaning
  - General housekeeping
- Blending
  - Laying out and feeding of fleeces to the Fearnought
  - General housekeeping
- Carding
  - General housekeeping
- Finishing
  - Cone winding
  - Pallet wrapping

#### Administration:

- Complete all necessary paperwork related to material handling and yarn production.
- Comply with all manufacturing systems and processes.

### SKILLS AND ABILITIES

Mandatory	Preferred
Min 2 years experience in a production team (FMCG or similar)	Min 5 years experience in a production team (FMCG or similar)
O-Levels	A- Levels
Basic IT skills – MS Office	Intermediate or alternative IT skills

- Ability to investigate, understand and resolve issues quickly and efficiently
- Eagerness to learn
- Strong communication skills
- High attention to detail
- Drive to develop quality work
- Ability to take sensible initiative
- Customer focussed

**The work may require the following physical requirements:**

- standing for long periods
- moving or lifting heavy and awkward loads
- handling raw fleece and fibre
- handling chemicals and dyes
- operating fast, rotating machinery
- operating slow, high torque rotating machinery
- accurate colour vision
- functional hearing