

JOB DESCRIPTION: The Natural Fibre Company Mill Operative

Responsible to: Mill Management Team
Line management: Team leader for area
Day to day management: Team leader for area
Supervisory responsibility: none

Key Relationships:

External: customers, suppliers
Internal: all staff, colleagues

MAIN PURPOSE OF THE JOB

To work with the team to produce yarns to consistent high quality in line with customer and business requirements

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| Location | Launceston, Cornwall. |
| Salary | UK minimum wage, reviewed after successful probation Merit increases may be awarded where there has been a significant change to job responsibility |
| Working Hours | full time, 39.5 hours a week on 5 days or as agreed pro rata |
| Contract | Permanent contract Full details of conditions of employment are set out in the employment contract, the main features of which are standard for all staff |
| Special conditions | This role may involve occasional travel throughout the UK Some work may be required at evenings or weekends Overtime authorised in advance may be available The business has a no smoking policy |
| Holiday | 30 days per annum including statutory holidays. This equates to 2.50 days per month, pro rata for temporary or part time staff. |
| Equal Opportunities | The business strives to be an Equal Opportunities employer and commitment to this process will be expected. |

KEY TASKS

The Mill Operative will be responsible for the following:

Production: the main focus is on woollen and worsted spinning and yarn finishing, including preparation of worsted fibre from carded sliver or tops, yarn finishing, including packaging and despatch, along with helping with sorting, scouring, blending and carding as required. The role includes learning to manage the equipment, including settings, maintenance and repairs. There is an opportunity for suitable candidates to learn yarn dyeing.

Administration: to complete all necessary paperwork for yarn production and comply with all manufacturing systems and processes, including organic requirements

Equipment cleaning, maintenance, upgrades: as required to implement regular planned maintenance

Production quality (including organic, etc.): working with all staff to make sure things are right first time

Health and safety: working with all staff

Marketing support: as required, to help office staff on customer development, marketing support, liaison with customers, customer records

Training will be provided where needed.

PERSONAL & TEAM RESPONSIBILITIES

All staff are expected to support the following activities:

- To maintain the reputation of the business
- To create and maintain links with customers, suppliers, etc.
- To develop the business image and capacity through good quality products, record keeping and communications
- To help promote adding value to British fibres
- To work closely with other staff in developing the business

In addition, for every member of staff:

- It is important that he/she is a good role model for staff and trainees and that he/she projects a positive image to the local community
- To be responsible for his/her own self-development on a continuous basis
- To carry out at all times, his/her responsibilities with due regard to the business' Equal Opportunities Policy
- To work at all times within the code of the Health and Safety Act

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. The job description and your performance will be regularly reviewed

Person specification

Relevant experience and qualifications in manufacturing, engineering, yarn production or ability and willingness to learn, health and safety experience, general flexibility, understanding of production, quality, maintenance, customer relationships, good communications and IT capabilities.

This job requires physical fitness, carrying reasonable loads, standing for long periods, good eyesight and hearing (for health and safety reasons), manual dexterity and a hard-working attitude as a member of a team. Also IT skills, numeracy and literacy to undertake stock records, calculate production and complete forms.

Good communication and self-organisation skills as well as self-motivation and self-confidence are essential qualities to fulfil this role.