JOB DESCRIPTION

Post Title	**Chemical Production & Warehouse Operative Monday – Friday 8am – 5pm**
Salary	**Competitive Salary**
Reports To	**Works General Manager**
Responsible for	**Nil**

Principal Duties and Responsibilities: -

- Receive initial shift instructions from designated Manager/ Deputy.
- Inspect work areas, report/ rectify any issues discovered (equipment/ housekeeping etc).
- Diligently address given tasks, utilising knowledge and training.
- Report any issues/ delays in task completion to Manager/ Deputy in a timely manner.
- Assist other team members and other departments to complete tasks, if requested and if trained to do so.
- Complete all documentation to required standards, including batch paperwork, check sheets/ lists, picking lists, training records etc.
- Operate all equipment under their control within expected parameters/ guidelines.
- Ensure that the work area is kept to a good housekeeping standard.
- Report back to Manager/ Deputy as soon as current task is completed.

- Feedback status of any uncompleted work to Manager/ Deputy in timely manner, to allow documented handover to incoming shift team.
- Be prepared to assist in emergency procedures at any given time
- Communicate with other departments (particularly the upstream reporting of operational issues).
- Oversee stock control and the processing of orders
- Load and unload good vehicles
- Pick and pack goods for delivery
- Deliver and fulfil objectives and directions from the operation's Management team.
- Respond to and deal with communications by email and telephone
- Follow and complete work instruction documentation
- Comply with the company policy and regulations on Health & Safety and to recognise responsibility in law for their own safety and that of colleagues and the general public.

- To take on such other duties and responsibilities as are commensurate with the role.

NOTE

The job description is not a definitive list of tasks. It is designed to give an overall view of the job it is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Company. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.

PERSON SPECIFICATION

Post Title	**Chemical Production & Warehouse Operative Monday – Friday 8am – 5pm**
Salary	**Competitive Salary**
Reports To	**Works General Manager**
Responsible for	**Nil**

Knowledge/Qualifications / Training	Essential	Desirable	Verified by
Good knowledge of basis Maths and English	√		Application Form/Certificates
Skills / Abilities	**Essential**	**Desirable**	**Verified by**
Excellent oral, written and communication skills	√		Application Form/Interview
The ability to work as part of a Team	√		Application Form/Interview
Planning, organisational and problem solving	√		Application Form/Interview
Demonstrate Initiative and decisiveness	√		Application Form/Interview
Have the ability and understanding of always working under pressure and to tight deadlines	√		Application Form /Interview
Always Follow and understand Health & Safety Company procedures	√		Application Form/Interview
Attention to detail and organisational skills	√		Application Form/Interview
Experience	**Essential**	**Desirable**	**Verified by**
At least 5 years' experience of working in a Chemical Production role	√		Application Form/Interview
Forklift Truck License (training will be given)		√	Application form/Interview

Document Control

Issue No.	Owned By	Date	Review Date
One	Human Resources	18.10.23	As and when required
Two	Human Resources	20.02.23	As and when required