



## Job Description

<b>Job Title</b>	Raw Material Operator	<b>Reports To</b>	Press Shop Team Leader
<b>Location</b>	Ford Components Limited (FCM)	<b>Department</b>	Operations - Raw Materials

Job Summary	
	<b>Primary Role</b> <p>The main function of the Raw Material Operator is to supply materials to the correct specifications across the department. Key priorities of the role are to keep the Guillotine and Autogil machines running at all times for continuous production output as well as maintaining stock accuracy.</p>
Essential Responsibilities	
	Job Function and Description
	<b>Operating of Autogil</b> <ul style="list-style-type: none"> <li>• Transfer the coil of material onto the coil cradle using the overhead crane</li> <li>• Feed the coil sheets onto the machine ensuring it is positioned correctly</li> <li>• Set the slitters on the Autogil machine to the correct measurements for required production</li> <li>• Ensure materials are cut to the correct specification and measurement in a timely manner</li> <li>• Ensure the material is the correct size, specification and thickness for the required work's order</li> </ul>
	<b>Operating of Guillotine</b> <ul style="list-style-type: none"> <li>• Set the Guillotine to cut the correct measurements for the strips of material</li> <li>• Follow production plans placing the correct material onto the guillotine and removing the material parts once cut</li> <li>• Ensure materials are cut to the correct specification and measurement in a timely manner</li> </ul>
	<b>Materials &amp; Equipment</b> <ul style="list-style-type: none"> <li>• To complete 'work to' lists and follow router instructions and customer drawings accurately</li> <li>• All machine and personal safety procedures to be followed at all times</li> <li>• Correct use of measuring equipment, adhering to company procedures</li> <li>• Reporting on any variance on running times or material quantities to the Leading Hand or Team Leader</li> <li>• Keep the stock area tidy and raw material well organised, paying particular attention to health &amp; safety risks</li> <li>• Assisting with stock control/counts and PI counts</li> <li>• Using the companies Javelin system to log jobs and accurately record production</li> </ul>



	<ul style="list-style-type: none"> <li>To perform any other reasonable duties as and when required</li> </ul>
<b>Education &amp; Experience Requirements</b>	
	<ul style="list-style-type: none"> <li>Previous experience of working in a similar role within a manufacturing environment</li> <li>Experience of using measuring equipment such as micrometers and verniers</li> <li>Reading and understanding of engineering technical drawings desirable</li> <li>Counterbalance and Reach Truck licence desirable</li> </ul>
<b>Key Skills and Competencies</b>	
	<ul style="list-style-type: none"> <li>Ability to work effectively and use own initiative.</li> <li>Good verbal and written communication</li> <li>Self-motivated with ability to work unsupervised</li> <li>Team player with good interpersonal skills</li> <li>Good analytical and problem solving skills</li> <li>Ability to work to a high standard of accuracy within a timely manner</li> </ul>
<b>Other Job Components</b>	
	<p>This role regularly requires long periods of standing and use of hands to operate electronic equipment. It will also require reaching with hands and arms as well as stooping or kneeling. Work may also occasionally involve lifting of materials and products.</p>
<b>Other Requirements</b>	
	<ul style="list-style-type: none"> <li>Assist colleagues where required (e.g. Trainees; apprentices etc.)</li> <li>Ensure all safety rules and standards are adhered to.</li> <li>Ensure correct Personal Protective Equipment is worn at all times when required in line with company procedures.</li> <li>Commitment and ongoing support to the company's LEAN programme.</li> <li>To comply with the Company's Absence &amp; Sickness policy.</li> <li>To provide holiday/absence cover for other roles/tasks as and when required.</li> <li>To fulfil any other duties as required for your job role.</li> <li>To work a rotating shift pattern (6 am to 2 pm and 2 pm to 10 pm)</li> </ul>