

# Job Description: Cleaning & Tooling Operator



**We are passionate about wood.** We use wood to manufacture bespoke homegrown fencing, pallet and packaging timbers. Our aim is to provide high-quality timber products that will help build our customers reputation. Over the past decade, we have quadrupled our production capacity. We have achieved this by investing in modern automated sawmill equipment, whilst retaining the manual procedures necessary to provide an extensive range of bespoke timber products. We are proud of our status as a successful UK manufacturing company based in the North East of England. All of our raw material is homegrown and all of our sales are within the UK.

**Passionate about people too.** We have xx in the Cleaning and Tooling department. This role involves working inside and outside of the main mill in all types of weather.

## We have

- A management team driving significant change in all aspects of the business

## You Have

- Experienced at following verbal and written process
- Previous machine experience
- Computer literate with accurate data inputting skills
- FLT certificate of competence
- Skidsteer Training
- Volvo Training
- Chainsaw Training

## Duties

### Level 1 - Cleaning

- Ensure that between 23.00 and 24.00 that all walkways within the mill and which are outside of safety zones and safety guarding, are swept and free of debris as per specific instruction by your Supervisor
- Ensure mill cleaning is undertaken to a high standard

- To comply with Health and Safety regulations at all times and pay attention to the Health and Safety of yourself and your colleagues
- When operating equipment for which you are trained, including Plant equipment, to ensure that it is operated in a safe and efficient manner

### Level 2 - Tooling

- Ensure all tooling changes are carried out as per schedule work schedule and in a safe and efficient manner
- Ensure that your equipment is operated with all guarding in place
- Ensure faulty or damaged equipment is not used and that it is reported immediately PPM on machines
- When operating equipment for which you are trained, including Plant equipment, to ensure that it is operated in a safe and efficient manner
- Assist the Supervisor with ad-hoc projects when required
- All documentation regarding tooling to be completed in a timely manner
- Carry out and document Pre – use checks on Plant equipment where applicable
- Understanding that you may undertake additional or other duties as necessary to meet the needs of the business

### People

- Assist managers in driving positive change within the business and actively promoting a one team ethic through-out the shift.
- Strong communication and relationship skills
- Demonstrate, through personal commitment, appropriate action and behaviour, a willingness to work flexibly in order to ensure that business targets and objectives are achieved.

### Quality

- Ensure production leaving your area is within specifications
- Relentless pursuit of quality and presentation
- Ensure quality control checks are undertaken and recorded in Navision as and when necessary
- Complete Blade tracking every Blade change

### Training

- Ensure that you have an understanding of all the machines within your area of control whereby you can explain and demonstrate how equipment is operated.

### HSE

- Ensure cleanliness across the shift
- Aware of and comply with the safety requirements of the site and department. This includes (But not limited to) the correct wearing of PPE, adherence to the Fire procedure, knowledge of stops/guarding on the machines and understanding the departments COSHH
- Ensure that equipment in your charge is operated in accordance with safe working procedures
- Ensure you undertake documented start of shift checks of any equipment the team operate
- Ensure all accidents, incidents and near misses are reported and assist in the investigation where necessary

### You might also have

- Experience in modern lean manufacturing techniques
- Experience in a culture that has moved from reactive to proactive

### Role reports

- Cleaning and Tooling Team Leader
- Production and Engineering Director

### Pay scale

- £9.13ph/h Level 2
- £60.14 Continental Shift Allowance (Weekly)
- Productivity related bonus (Weekly)
- 22 days holiday plus 7 bank holidays
- Mini health care package (Simply Health)
- Pension in line with government guidelines
- Annual profit related bonus scheme

### Type of employment

- Permanent

#### COLLABORATION AND COMMUNICATION

- CREATES A CULTURE OF TEAMWORK
- BUILDS STRONG AND EFFECTIVE TEAMS

#### COMMUNITY SPIRIT

- GIVES BACK TO THE COMMUNITIES THAT SUPPORT US
- TAKE AN ACTIVE ROLE IN THE ENVIRONMENT

#### EXCELLENCE

- CONTINUES TO DRIVE FOR EXCELLENCE IN EVERYTHING
- DEDICATED TO EXCEEDING EXPECTATIONS OF INTERNAL AND EXTERNAL PARTNERS

#### HONESTY AND INTEGRITY

- OPERATES WITH TRANSPARENCY AND IS TRUSTED
- DEMONSTRATES HUMILITY AND SELF-AWARENESS

#### PEOPLE AT THE HEART

- CREATES A CLEAR VISION AND STRATEGY
- SAFETY AND WELLBEING ARE ABOVE ALL ELSE

# Job Description: Cleaning & Tooling Operator



- Full Time 41 hours

**Shift**

Week 1 Monday – Thursday 06:00hrs -15:00hrs and  
Friday 06:00hrs – 11:00hrs  
Week 2 Monday – Thursday 15:00hrs – 24:00hrs and  
Friday 11:00hrs –16:00hrs

**Location**

- Sherburn Hill, Durham

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COLLABORATION AND COMMUNICATION	COMMUNITY SPIRIT	EXCELLENCE	HONESTY AND INTEGRITY	PEOPLE AT THE HEART
<ul style="list-style-type: none"><li>• CREATES A CULTURE OF TEAMWORK</li><li>• BUILDS STRONG AND EFFECTIVE TEAMS</li></ul>	<ul style="list-style-type: none"><li>• GIVES BACK TO THE COMMUNITIES THAT SUPPORT US</li><li>• TAKE AN ACTIVE ROLE IN THE ENVIRONMENT</li></ul>	<ul style="list-style-type: none"><li>• CONTINUES TO DRIVE FOR EXCELLENCE IN EVERYTHING</li><li>• DEDICATED TO EXCEEDING EXPECTATIONS OF INTERNAL AND EXTERNAL PARTNERS</li></ul>	<ul style="list-style-type: none"><li>• OPERATES WITH TRANSPARENCY AND IS TRUSTED</li><li>• DEMONSTRATES HUMILITY AND SELF-AWARENESS</li></ul>	<ul style="list-style-type: none"><li>• CREATES A CLEAR VISION AND STRATEGY</li><li>• SAFETY AND WELLBEING ARE ABOVE ALL ELSE</li></ul>