

**Ecoplastic Recycling Ltd**

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JOB DESCRIPTION

Job Title: Workshop Joiner – Out of Hours

Purpose of Job:

- To manufacture components and assemble them into Ecoplastic range of furniture
 - To participate proactively in improvements in product design, production and other aspects of the business
 - To communicate positively to ensure efficient and accurate production
 - To check quality of each product leaving workshop
 - To carry out other tasks requested reasonably by other workshop staff and management
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Main Tasks

- Carrying out production as directed by Head Joiner
- Cutting boards, routing and drilling as directed
- Assembling and finishing products as directed
- To record time and if required, materials used for each job
- Work with Production Co-Ordinator to ensure that materials are available for production
- Work with Production Co-Ordinator to produce goods according to production schedule,
- Work with Production Co-Ordinator and Product Engineer to ensure that product design is optimized
- Work with Manager and Production Co-Ordinator to ensure that orders are correct, checking details on production schedule
- Other tasks as reasonably requested
- All work to be carried out safely and in line with instructions and risk assessments

Qualifications and Experience

- NVQ 2 or equivalent
- Previous workshop experience
- FLT certificate desirable
- Ability to work on own initiative and also as part of team

Main Terms of Employment:

- Job Title: Joiner
- Contract: Part time
- Post is for 7-14 hours per week - variable
- £18.00 per hour
- Salary will be paid monthly by bank transfer
- Hours of work: 7-2pm Saturday

ENTITLEMENTS

- Paid holidays: Full time 30 days paid leave. 23 fixed days and 7 variable days per holiday schedule to be issued Week 10 or before each year. Employees must give 2 weeks email notice before taking their variable leave days. Pro Rata applies to part time contracts and will be summarized on the contract
- Sickness or injury pay: statutory sick-pay (SSP) is payable following 3 days of incapacity for up to 7 days without certification. Thereafter a doctor's certificate must be produced.
- To notification of change to this document in writing.