

Job Title **General Operative**

Reports to: **Production Team leader / Supervisor / Manager**

2. OVERALL OBJECTIVE OF ROLE

The role will have responsibility for working as part of the production team, to produce these products to specification and to the high quality expected by Camden customers.

3. GENERAL RESPONSIBILITIES

▪ **Teamwork**

One company, one team, with one vision. It is important that you understand that you play a vital part in the success of your team and the business. It takes the whole team working together to meet the targets set and deliver on our commitments to our customers. Full attendance is key, don't let your team down

▪ **Compliance**

As a matter of principle, the company complies with all local legislation and regulatory requirements concerning its business and its employees. You are provided with details of the company policies and procedures and you are expected to comply fully with these, to demonstrate respect for your job and the company by adhering to all guidelines and policies

▪ **Product**

We are only as good as the product we produce, your responsibility is to know our products, understand our processes and comply with our methods for producing the best product in the industry.

▪ **Quality**

It's nearly impossible to capture what quality is, but when you see it, feel it and experience it, you know it's quality. It's the craftsmanship of the work, It's the attention to detail, the caring for even the smallest things, It's knowledge, experience and expertise, It's not compromising or accepting second best - That's your job! Everyone is responsible for Quality

▪ **Environment**

The company seeks to create an environment where every employee is valued, treated with respect, encouraged to contribute, and recognised for their efforts. You are responsible for contributing positively to your team and the work environment.

Main duties

Typical activities will vary according to the specific department where the individual works but will include:

- Being at your work station for the start of shift and having an excellent attendance pattern at work
- Ensuring that all production procedures and processes are followed in detail
- Complete and thorough adherence to Standard Operating Procedures (SOP)
- Identifying errors/faults and taking appropriate steps to rectify these.
- Reporting faults in machinery or product to Production Supervisor
- Competently performing all tasks for which training has been completed and signed off.
- Maintaining a clean and tidy work area
- Clearly communicating with team leader on all aspects of the job
- Always seeking to improve yourself and your performance
- Being an ambassador for the business at all times, behaving in a professional and courteous manner to everyone you come into contact with in the course of your work
- Strict adherence to Health & Safety rules and procedures, including PPE. **It is every employee's duty, no matter what their position within the Company, to assist the employer with its responsibilities towards Health and Safety.**
- **Any other reasonable management request**

4. Camden Core Values - Always Strive to be the Best

Be A Team Player

You welcome new members to the team

You work together as one team & You are positive force within the team

You are co-operative and supportive with colleagues and management with the ability to contribute to the team atmosphere through hard work, calmness, tolerance and consistency

You greet your colleagues in a friendly manner

You demonstrate strong communication skills with the capability to communicate confidently

Be An Expert

You constantly deliver on targets

You strive to be the best in what you do

You have excellent skills and product knowledge

You take your role seriously

You are responsible and follow all the policies and SOPs

You take responsibility for your own performance and seek opportunities to improve and develop

You are determined and resilient, with the drive to complete tasks.

Be Quality Focused

You understand how the quality of your work impacts on our customers' satisfaction

You understand how your performance can influence company's success

You use initiative and act in a responsible manner to ensure the quality of the product

You put quality at the forefront of every task you perform

You are able to work within an agreed established framework and cope with pressure, taking responsibility for decisions and able to work unsupervised.

Demonstrate a strong attention to detail and ability to report accurately.

Be Enthusiastic

You are enthusiastic and have positive attitude towards your work

You take pride in what you do

You go the extra mile

You are a relationship builder with the ability to build and develop strong personal relationships

Be Respectful

You treat colleagues and management with respect & dignity

You are polite and professional to anyone you come across in a course of your employment

You recognise how our people and our business depend on each other, and collectively we are all responsible for the image of Camden

You have full attendance at your work

You have excellent people skills, with the ability to listen and accept and learn from constructive criticism