

## Production Operative

**Job title:** Production Operative

**Function:** Operations / Badging: -

To aid in the production of finished goods for all product types in an accurate, time sensitive and orderly manner.

To ensure the integrity and quality of our products at all times.

To be customer focused at all times.

**Lines of Communication:**

- Upwards
- Laterally
- Downwards

**Responsibilities:**

- To – Warehouse Manager Badging
- For - NA

**Hours of work:**

- Minimum of 42.5 Hrs between the hours of 06:00 – 18:30

### Duties:

1. Ensure Health and Safety rules, policies and safe systems of work are adhered to at all times.
2. Ensure that the company policy on the inspections of machinery and Mechanical Handling Equipment is carried out and report defects to your line manager.
3. Ensure all matter regarding Health and Safety are communicated and reported appropriately.
4. Maintain the highest standards of housekeeping within the warehouse, badging department and the surrounding area.
5. Carry out your duties in line with Towers policies and ISO procedures.
6. Ensure compliance with the company Environmental Policy.
7. Use the correct IT / system and scanning processes when carrying out your duties as per the training guides and procedures, ensuring all problems are highlighted to your line manager.
8. Support in maintaining the Global Operations Key Performance Indicators (KPI's) by meeting and exceeding the company targets set for the individual activities.
9. Finished goods preparation, including (but not restricted to):
10. Set up of machinery; including appropriate temperature settings, heating time cycles, plate pressure, thread tension, stitch speed, bobbin function, machinery tolerance and daily maintenance.
11. Quantity and quality checking of garment/item to be prepared; including correct number of, colour (including shade variation by batch), size and faulty items.



## Job Description

12. Selection of either appropriate heat transfer logo or embroidery data file in accordance with kit instruction.
13. Application of logo to garment/product in accordance with positioning instruction.
14. Packing/quality checking of finished garment/product to the highest standard to ensure highest customer satisfaction.
15. Ensure all essential tasks ("A") assigned to you are completed daily, weekly and monthly as required.
16. Carry out any other additional duties that may be required from time to time.