

# Glass Processor Role



## Job Overview

The role of our glass processors will report to the processing department Team Lead and will be required to assist with all aspects of glass processing – straight line edging, bevelling, washing, waterjet operation, CNC operation, cleaning and packing. Training and protective personal equipment (PPE) will be provided.

- Handling and moving glass between our various work stations
- Ensuring that jobs are manufactured correctly, to customer specification and quality requirements.
- Unloading and safe storage of the glass.
- Organising and processing work on the relevant machine.
- Ensuring that plant is maintained in accordance with maintenance plan.
- Maintaining correct levels of stock\parts for plant.
- Maintaining a clean and tidy working environment.
- Adhering to quality control procedures.
- Cleaning and packaging of glass.

## Direct Report:

Team Leaders  
Production Supervisor

## Key working relationships:

Production Manager  
General Hands  
Production Scheduler  
Machine Operators

## Work location:

Ashford or Lymgne

In order to maintain the efficient and smooth running of the company you may also be required to assist in other areas of the business and carry out other work and duties as workload requires.

## Job Description:

The duties and responsibilities contained in this job description are not exhaustive and can be added to or changed at any time in the future.

- Review system paperwork such as job cards for instructions and any other instructions provided such as drawings or specifications for accurate and efficient production
- Review daily workload requirements ensure all machine set up / programming is completed
- Ensure all CAD drawings are accurate and align with paperwork
- Flag any design, size or shape discrepancies to the Production Supervisor
- Review consumables as often as required and request any stock items in good time for prevailing workload
- Ensure all daily, weekly, monthly and annual checks are completed and documented in line with the provided maintenance schedule.
- Ensure that finished product is cleaned, packaged, labelled according to the agreed requirements.
- Supporting other departments within the company
- Reporting of any instances where environmental procedures are broken or ignored
- Keep all equipment or workplaces under your control clean and free from debris at all times
- Ensure all products, materials and waste are clearly identified and labelled
- Monitor and record information related to production such as manufacturing time and waste

You will have a responsibility to continually ensure you work within the scope of company procedures. To ensure this system remains effective you should:

- Maintain good department cleanliness
- Ensure that all waste is being disposed of in accordance with company procedures and systems

#### Health and Safety

- Follow safe handling of glass procedures.
- Maintain awareness and compliance of Health and Safety in accordance with best practice and legal requirement the correct Personal Protective Equipment (PPE) is booked out and used correctly at all times
- Report any breakdown, defects or contamination to the department manager
- Report any accidents

#### Customer Service

- Although not a strictly customer facing role, you may be required to interact and provide information to customers who are shown around the factory. You are expected to be polite and courteous and uphold the values of the company at all time.

#### Experience and Skills:

- Due to the nature of the work involved in this role, you will need to be able to regularly lift around 25 Kg or a weight you are comfortable with throughout the day.
- You will also need to read and understand specifications and technical drawings to determine dimensions and processing requirements, so a good grasp of English and maths is required
- Possess an understanding of health and safety best practice
- Possess the ability to work productively, efficiently and effectively under tight timescales and pressure whilst maintaining attention to detail and quality
- Demonstrate the ability to talk with customers and potential clients with politeness
- Demonstrate a pro-active approach to the role, and the ability to work without direct supervision
- Possess the ability to problem solve
- Be personally energetic, dynamic, positive, and enthusiastic
- Possess initiative, the willingness to learn, improve and adapt
- A full, clean driving licence is preferred

#### Other Information:

- Wages are competitive, dependent on experience
- Full Time
- Working Hours: 7.30am – 4.30pm Monday to Friday
- Flexibility on start and finish times to match customer requirements and sudden changes in despatch requirements
- 3-6 Month probation period
- Based in Lympne and / or Ashford
- Holiday: 20 days (exclusive of public and bank holidays) of which 5 days are required to be set aside for the Christmas closure