

<b>Role Profile</b>	
<b>Date:</b>	September 2017
<b>Post holder</b>	Lolita Ritere
<b>Role Title</b>	<b>Multi Skilled Machinist</b>
<b>Reporting to</b>	Production Manager
<b>Role purpose</b>	To be flexible in taking on all required duties in the fulfilment / production of orders.

<b>Key accountabilities or main areas of responsibility</b>	
<b>General Machine Sewing</b>	<ul style="list-style-type: none"> <li>• Understand all order requirements</li> <li>• Maintain workflow</li> <li>• Ensure machining is of highest quality</li> <li>• Ensure deadlines are understood and achieved</li> </ul>
<b>Hand sewing Unpicking– Velcro on Gowns, hoods</b>	<ul style="list-style-type: none"> <li>• Understand all order requirements</li> <li>• Maintain workflow</li> <li>• Ensure hand sewing is of highest quality</li> <li>• Maintain quality controls</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ensure finished goods are completed to highest standard</li> <li>• Report all defects to management</li> </ul>

<b>Contacts</b>	
<b>External</b>	<b>Internal</b>
• N/A	• N/A

<b>Role Related Expertise at selection – Qualifications, skills, knowledge and competencies</b>
• High level of productivity & able to demonstrate high standard ability in the above areas
• Willingness to learn other areas
• Flexible & helpful attitude
• Can demonstrate attention to detail and high quality in all aspects of work

<b>Definitions of Expected Company Standards:-</b>	
<b>Customer Service (internal &amp; external)</b>	<ul style="list-style-type: none"> <li>• Be energetic &amp; positive, with a 'can do' attitude towards customers at all times</li> <li>• Solve customer issues/queries quickly, keeping them informed of progress</li> <li>• Anticipate customer needs, taking steps to avoid potential problems</li> <li>• Actively contribute ideas to improve customers' experiences within your area</li> </ul>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>• Work with others to achieve the best practical outcome for the business</li> <li>• Promote team work and knowledge sharing</li> <li>• Contribute to the delivery of department plans, service levels and team results</li> <li>• Help to create an environment of trust amongst each other</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Listen to and consider ideas and views from others</li> <li>• Treat all team members fairly and with respect</li> <li>• Take on board constructive criticism/feedback</li> <li>• Demonstrate sound judgement when dealing with confidential information</li> </ul>
<b>Reliability &amp; Flexibility</b>	<ul style="list-style-type: none"> <li>• Approach your work in a professional, level headed &amp; consistent manner</li> <li>• Complete high quality work within expected time scales</li> <li>• Show willingness and enthusiasm to try new methods of working</li> <li>• Avoid issues happening again by learning from mistakes</li> </ul>

I acknowledge receipt of this role profile:

Signed ..... Date: .....