

JOB DESCRIPTION

Job title:	Temporary Colour Machine Assistant	
Location:	Bungay, Suffolk	
Reports to:	Colour Manager	
Shift Pattern:	<p>Day Shift (6 Day Working Pattern) Week 1: Work 6am – 6pm Monday, Tuesday, Wednesday Week 2: Work 6am – 6pm Thursday, Friday, Saturday This rotates every 4 weeks. Starting on week 1 then rotating to week 2.</p> <p>Night Shift: Pattern 1: Work 6am – 6pm Sunday, Monday, Tuesday Pattern 2: Work 6am – 6pm Wednesday, Thursday, Friday</p> <p>Please note in the night shift you will stay on either Pattern 1 or Pattern 2 you will not rotate.</p>	
Job purpose:	Temporary Bindery Assistants are imperative to ensure we can meet the operational needs of the business.	
Main Responsibilities:	<p>Main Tasks of Role:</p> <ul style="list-style-type: none"> ➤ Working safely, following the safe systems of work that are in place and all H&S guidelines. ➤ Gathering components such as Ink, plates, paper etc. ready to be used by the printing presses. ➤ Assisting the machine minder in general duties as required. ➤ In this role you will also provide ad hoc holiday and sickness cover as needed. <p>Please be aware this is a hands-on role and flexibility will be required for shifts.</p>	
Working relationships:	Liaising with shift managers & other colleagues.	
Person Specification	Professional Qualifications:	
	Required	Desired
	N/A	Preferably holds full clean driving license.
	Experience:	
	Required	Desired
	Experience in similar role or industry Use to working in a fast-paced environment.	Previous Manufacturing/Production Experience Familiar with health and safety policies and procedures in factory environment.
Candidate Attributes:		
<p>You are used to manual labour.</p> <p>Happy to be flexible when required with working hours and shift patterns.</p> <p>Reliable with a strong work ethic.</p>		
Health and safety	All employees must observe and comply with Clays Ltd policies and procedures for health and safety.	
	All employees must observe and continually promote equal opportunities and customer care in compliance with Clays Ltd policies.	

Equal opportunities statement	We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.
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