

Job title

Metal Cutting/ Warehouse Operative

Company name and postcode

Global Doors, WF5 9SQ

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

Metal Cutting Job Duties:

Assist and carry out (after training) with the cutting of metal work in an accurate and efficient manner whilst following the production schedule and always ensuring a high-quality product is made at all times.

Transport / handle metal parts and raw material between processes and departments as required using the equipment and PPE provided ensuring any damages are reported to the Metal Team Leader.

When required pick stock from the Unit 3 warehouse following the picking list and pack so it can be dispatched to the customer or transported to production.

Carry out daily cleaning and preventative maintenance on the machinery in accordance with procedures highlighting any issues with the Team Leader.

Always ensure that safe working practices are followed at all times and that all PPE supplied is worn when required.

Maintain a good standard of housekeeping within any area in the factory including area surrounding the workstation.

Assist and carry out the picking of stock from the warehouse when required ensuring all parts and products get taken to the correct locations.

Maintain a good standard of time keeping and punctuality at all times.

Always maintain a good standard of appearance and personal hygiene when at work due to customers, suppliers & visitors attending site on a regular basis.

Communicate any issues with work immediately to the Production Supervisor including quality, time keeping, lack of understanding and training requirements.

Ensure the core values of Global Doors are followed at all times and this is exhibited by the whole manufacturing team.

Any other ad-hoc duties considered reasonable, as requested by a Supervisor or Manager.

Company Overview:

We are a leading specialised manufacturer of made to order sliding wardrobe doors. We have a skilled workforce with both manufacturing and business operating roles. For over 25 years we have built our business into a company that is able to offer a full range of storage solutions to a wide target audience. We offer our solutions through our 3 key brands New Build Interiors servicing the property development and commercial to residential market. The Tresana Collection is sold through our showroom partners who sell directly to the end-user and finally, our Simplicity range caters to the need of the smaller developers, local trade people, and fabricators. We also offer component purchases in small and bulk sizes orders.

Important note: This role is a new, part-time job that has been created for six months as a Kickstarter Scheme Job Placement with the intent to help a young person become more employable. Long-term employment is not guaranteed; however, there is a possibility that the successful applicant could be offered a full time, permanent position by undertaking a relevant apprenticeship on completion of the 6 months. The successful applicant will be provided basic training for the role, on the job, as well as training which will help with future employability.

Essential skills, experience and qualifications (please do not use bullet points)

Must Have - Basic health & safety awareness

Preferred - Good computer and IT skills

Preferred - Good Level of fitness

Job category (DWP use only)

Number of hours per week

25.5

Working pattern and contracted hours (including any shift patterns)

25.5 hours a week over 5 days

Hourly rate of pay

NMW