

JOB DESCRIPTION

START DATE OF JOB DESCRIPTION:			
NAME		JOB TITLE	Trainee
COMPANY	Hayles & Howe Ltd	REPORTS TO	Workshop Foreman
PURPOSE (the main purpose of your job)			
To learn aspects of ornamental plasterwork. To work effectively within a team framework. To maintain a clean working environment and to be aware of all health and safety codes of practise in the workshop. To understand the job schemes and ways of manufacture in the company. To listen to your line Manager and be able to follow instructions. To be aware of the high importance of Customer Service to the company.			
TASK	DESCRIPTION		
Quality Assurance System	Comply with the company's Quality Assurance Policy and to ensure completion of the relevant paperwork as required.		
Environment System	To be aware of and utilise the company Environment, forms, policy and procedures where applicable.		
Health and Safety	Comply with the company's Health and Safety Policy.		
Training and development	Working with others to build on your skills and experience to become a Junior Craftsman.		
Maintain good working practises	To be aware of and maintain good working practices at all times.		
Workshop	To be able to work to the standard set out in the company Training Matrix.		
Site	To be able to work to the standard set out in the company Training Matrix.		
Workshop/site Maintenance	To diligently carry out any workshop or site maintenance task that you are set by the Production Manager, Workshop Manager or Site Foreman.		
Driving	If you have a clean, full driving license you will be required to make deliveries as necessary. You will be required to understand and follow the company's Vehicle policy and procedure.		
Deliveries	All staff are to comply with the company procedures for deliveries of goods both incoming and outgoing. Assist in loading/unloading and delivering all products. Becoming aware of careful packing and understanding the necessity of checking the delivery note prior to the van's departure from the premises.		
Customers	Customer Service is of high importance to the company, always remain polite and calm when talking to customers and ask for help from a Senior member of staff if necessary.		
Timesheets	You are required by the company to fill out accurate daily timesheets. This is to enable the company to pay you properly for the hours you have worked and helps the company allocate accurate pricing of jobs.		
Reporting	It is required that you report to the Workshop Foreman at the beginning and end of the working day.		
Investors in People (IIP)	To embrace and support improvement and efficiency of company systems and processes both as an individual and collectively.		
Meetings	Attend all meetings as required.		
EXTRA COMMENTS: WORK HOURS	40 hours per week, 8am to 5pm with 1 hour's lunch break. (See Terms and Conditions of Employment item 7 for more details)		
EXPERIENCE, QUALIFICATIONS AND SKILLS:			
Friendly and outgoing personality. An interest in learning in a specialist field. An NVQ level 1 in Plastering would be helpful to the position. Experience and skills are required in line with the Hayles and Howe skills matrix which could be project specific.			
JOB CHALLENGES:			
To meet all targets set out in appraisals.			
JOB HOLDER SIGNATURE	DATE		
MANAGER SIGNATURE	DATE		
SENIOR MANAGER SIGNATURE	DATE		