

## **SLITTING OPERATOR**

The Slitter Operator is responsible for running the slitting machines, setting and operating the machine. This role is responsible for providing paper ribbons of multiple widths to the variety of straw machines.

### **Main Role and Responsibilities**

- To operate slitting machines, maintaining targeted output within minimal interruption
- Ensure that the expected performance targets set by the planning/production team are achieved
- Carry out the correct start-up, running and shutdown procedures as per the working instructions.
- Following efficient shift handover procedures ensuring minimum time taken between any stoppage and ensuring the machines are running at rated speed
- Great attention to details and quality focused
- Cutting cores as and when required
- Ensure cores are available and at machines in time to maximise productivity
- Using the production schedule ensure that all materials and equipment required for the job are available
- Ensure housekeeping and hygiene standards are at an acceptable standard before other duties, including maintenance, are carried out
- Ensure that the net waste KPI is in line with agreed levels.
- Follow set production programmes, understanding the importance of running to plan and association between production schedule and product specifications.
- Complete all records and paperwork for specific slitter legibly and accurately.
- Ensure the processes and operations on the slitter are carried out effectively and at the appropriate time, maintaining a 'first time quality' mind set in all operations.
- Adhere to product specifications, use Company quality systems and take corrective action to safeguard product quality
- Maintain a safe working environment by adhering to safe working practices, recognising actual and potential hazards and taking the correct effective action to minimise accidents.
- Communicate with relevant Group Leader or Shift Supervisor any important information relating to machine faults and alterations to set up.
- Maintain a flexible attitude to assisting other team members, offering help and sharing knowledge whenever possible.
- Use problems as a learning opportunity, using the appropriate problem-solving tools and techniques to lead to the desired outcome.
- Must ensure that you are fully compliant with all the environmental obligations with regard to waste and spillage.
- Carry out basic fault finding and rectification, within set limits, in specified zone. Adjust machine set up to improve performance.

- To complete a timely and comprehensive shift handover from the previous shift.
- Ensure that all faults or problems with any aspect of the workplace are reported immediately.

A forklift truck licence is desirable to assist in the transportation of mother reels to the required production area