



**JOB DESCRIPTION**

<b>JOB TITLE:</b> Facilities Assistant	<b>DEPARTMENT:</b> Shop floor
<b>REPORTS TO:</b> Shop Floor Manager	<b>LOCATION:</b> Stansted
<b>JOB PURPOSE:</b> To perform general duties within a precision manufacturing facility. Duty to maintain the smooth running of CNC machine tools by ensuring coolant level are maintained, tooling and fixtures are booked in and out of stores, work areas kept tidy and safe, and goods are booked in. Opportunity to progress and be trained into other roles within the facility.	
<b>MAIN RESPONSIBILITIES AND DUTIES:</b> <ul style="list-style-type: none"> <li>• Responsible for ensuring machinists have coolant at the levels and concentration needed</li> <li>• Tidying loose swarf off the shop floor, in the yard and around the hangar, dispose of and empty swarf bins</li> <li>• Manage the coolant recycling plant and maintain optimal concentrations</li> <li>• Ensuring work spaces are kept clean, tidy and safe</li> <li>• Move pallets around the facility</li> <li>• Empty waste bins and dispose of them</li> <li>• Ensure the washrooms are kept clean at all times</li> <li>• Clean down CNC machine tools when required</li> <li>• Collect used fixtures and return to their place within Stores. Book in and out as required</li> <li>• Provide assistance to Stores as required including booking in of deliveries</li> <li>• Manufacturing wooden packing crates using Plywood, OSB and pallets</li> <li>• Recycling packaging material efficiently</li> <li>• Assist in packing/wrapping of products to the required standard</li> <li>• Ensure working area is kept clean and safe</li> <li>• Maintain tools and equipment</li> <li>• Ensuring the packing crate costs are kept on budget</li> <li>• Carryout any painting/decorating and repairs within your ability.</li> <li>• Perform any other duties within your capabilities as directed by the Company</li> </ul>	
<b>SKILLS AND EXPERIENCE REQUIRED:</b> <ul style="list-style-type: none"> <li>• Awareness of health and safety requirements</li> <li>• Able to use initiative</li> <li>• Full clean driving licence</li> <li>• Able to work overtime (including weekends)</li> <li>• Forklift license is preferable</li> <li>• Able to use a variety of woodworking saws, sanders, drills.</li> <li>• Basic woodworking skills only are required</li> <li>• Use of measuring equipment</li> <li>• Awareness of health and safety requirements</li> <li>• Creative and able to find solutions to packing problems</li> <li>• Able to use initiative</li> <li>• Interpersonal skills</li> </ul>	