



# INFLITE ENGINEERING

## JOB DESCRIPTION

<b>JOB TITLE:</b> Facilities Assistant	<b>DEPARTMENT:</b> Workshop
<b>REPORTS TO:</b> Machine Shop Supervisor	<b>LOCATION:</b> Woodside, Bishops Stortford
<b>JOB PURPOSE:</b> To perform general duties in the machine shop, fettling bay, materials stores, manual mill department and in the yard to ensure good housekeeping, timely assistance to machinists and disposal of waste materials ensuring compliance with health and safety at all times.	
<b>MAIN RESPONSIBILITIES AND DUTIES:</b> <ul style="list-style-type: none"><li>• Sweep up loose swarf around shop, in yard and around the 2 sites, dispose of and empty metal bins</li><li>• Sweeping up and around machines, fettling bay, materials stores and benches at ws1/ws2</li><li>• Pick up litter around shop including pallets and materials off cuts</li><li>• Empty bins on shop floor, fettling bay, materials store</li><li>• Ensure the washrooms are clean at all times</li><li>• Clean down CNC machines when required</li><li>• Collect finished fixtures and return to Stores</li><li>• Load tools on presses and 5 axis machines</li><li>• Load and unload lorry's</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>• Hold a fork truck licence (Essential)</li><li>• Able to use initiative</li><li>• Able to work overtime (including weekends)</li></ul>	