

JOB DESCRIPTION

Role Title:	General Labourer	Location:	Workshop – Mill
Department:	Workshop - Mill Department		
Reports to:	Mill Manager	Direct Reports:	None

Role Overview:	On a day-to-day basis ensuring that the workshop is clean and tidy by being aware of what is required as and when from hoovering, sweeping and emptying Bins. Taking ownership of certain key areas, maintaining the levels of organisation expected, allowing easier access and ability to do stock checks and checks with ease. Forklift work on a daily basis with taking out the bins to the waste and keeping them all empty preventing any unnecessary stoppage of work in the workshop.
Roles & Responsibilities:	• Day-to-day maintenance of the Bio-Mass Boiler • Wood waste tipper bins – Forklift used to tip into chipper • Empty Fire rated wood waste tipper bins. • Responsible for sweeping the following areas: New Mill, Old Mill, Tool Room, CNC, Lower/Upper Veneer and wherever else is needed. • Hoovering extraction ducting – 6 monthly • Mill & CNC offices - Hoover & Mop • Empty bins as and when needed • Apprentice Mez , Stairs and Veneer steers plus lower veneer- Hoovering when required • Machine cleaning (hoovering) <u>once every three weeks</u>: All machines in New & Old Mill schedule to follow and update • Beam Saw underneath (big hoover) – sporadically • Wood waste trolley on back of multi-rip – when required cross cut and chip • The loading and unloading of all products • Locating of all products in the relevant warehouse / workshop locations • Working in a safe manner and complying with all the rules and procedures in the driving of a fork lift truck • Timber tally – assistance to colleague when timber is delivered • Back of machine assistance where appropriate • Technical assistance / advice with Forklift (explain & lessons learnt to new operatives from ground) • Keeping the timber yard clean and tidy and including the timber stores • Chipper area – keeping clean and tidy • Burner area - cleaning / sweep up (not cleaning out the fires) • Working closely with the Mill Supervisor and CNC Supervisor and keeping them informed of any issues • General forklift work, cover for days absences/holidays etc • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures <u>Holiday Cover in alternative departments</u> • Empty Joinery Bins • Hoovering workshop offices / joinery floors • Cleaning water dispensers



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Necessary Skills/Aptitude/ Knowledge/ Experience:	• Prioritising work • Adaptability • Cleaning and general laborer experience • H&S Awareness in using machinery within confined space • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines		
Desirable Skills/Aptitude/ Knowledge/ Experience:	• Forklift skills • Systems exposure to use and update records		
Qualifications: (Desirable to do the job)	• Forklift Licenses		
Key Internal Relationships:	• All Workshop Colleagues • CNC Teams • Mill Team • Warehouse & Stores Teams		
Key External Relationships:	• Delivery Drivers • Clients when on Site.		
Prepared By:	Mill Manager	Date:	October 2025