

Job Description

Job title: Workshop Support Technician

Main Duties:

Material Prep:

- To prepare material according to route cards and issue to appropriate work Centre
- Check goods against delivery notes
- Ensure material is handled & stored safely & labelled correctly

Finished Goods:

- To prepare finished goods for delivery – ensuring goods are washed and packed appropriately. Priority to be given to sub-contractor deliveries and returns
- Support to inspection when required

Workshop Support:

- Daily maintenance of CNC machines
- Keep band saw/horizontal saw clean and fully functional
- To support the workshop in deburring and finishing goods for delivery when required
- Prepare and weigh for scrap recycling collections

Workshop Housekeeping:

- To keep the workshop, container & outside area to front & rear of building tidy; e.g. keep floors clean, identify and rectify health & safety issues, remove weeds, ensuring car park steps are clear and not slippery especially in winter, etc
- Maintain stock levels of consumables used during routine tasks. E.g. Blue paper rolls, bubble wrap, plastic bags, slideway oil, coolant, etc.

Daily Tasks:

- Sweep workshop
- Check toilet rolls, roller towels and general tidyness of toilets.
- Keep kitchen area clean
- Check all bins & empty every Friday
- Clear pallets to back of premises/Prepare Recycling
- Keep walkways clear

Driving/Car :

- Driving License
- Make deliveries to and from Customers and Suppliers as and when required

Key Responsibilities:

- Ensuring car is clean, safe, legal & mechanically sound.
- Responsible for safe operation, maintenance of the saws including cleanliness of work area
- Locking container at end of the day

**Wage: Dependent on skill and experience. Permanent Hours: 37hr week, Mon-Thurs 8.00am - 4.30pm
Fri 8.00am-1.00pm Location: Drayton, Abingdon, Oxfordshire OX14 4EZ**