



Role Profile

General Operative			
Reference No.	FF941	Type	Individual
Service	Employability and Supported Employment service		
Job Family	Technical 1	Grade	FCLW

Purpose
To undertake/ and or assist with general production tasks throughout manufacturing areas of Matrix, Duties also include cleaning and garden maintenance.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Manufacturing/ producing Matrix products in line with instruction and operating procedures
Using a range of hand / power tools and equipment including powered hand tools and light plant
Follow Health and safety procedures
Assisting with loading/ unloading storage containers and vehicles
Keeping work areas tidy, routine cleaning of equipment and tools
Undertake training and refreshers in line with general operator duties

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ability to follow procedure and understand work instruction	✓	
Practical DIY skills, experience of working with machinery		✓
Awareness Health and safety at work		✓
Manual Handling training awareness		✓
Ability to provide regular and effective service	✓	
Experience or understanding of working with people with disabilities and or health issues		✓

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title (Specialists Tasks)				
Carry out work at different locations (on -site) when required.		Ability to adapt to surrounding/ environment		✓

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters
- **Matrix Fife is a supported business and employs people that are disadvantaged, have disability and/or health issues.**

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results