

MACNAUGHTON HOLDINGS LIMITED

JOB DESCRIPTION

Job Title:	Store Person/Preparation Operator
Location:	Islabank Mills, Keith
Department:	Production
Responsible to:	Assistant Manager
Responsible for:	There is no responsibility planned for supervising staff.

Job Purpose

To be able to work on their own initiative and work as part of a team providing an efficient service within the yarn store and preparation departments.

Principal Duties

1. The role requires a high degree of flexibility as the job is nonspecific in terms of regularity. The specific tasks are based upon the operational requirements and are determined by the assistant Mill Manager, which include the operation of the yarn store computer system and the detection and rectification of any faults within yarn movement and the yarn store process, it will also include the operation of some machinery that is within the preparation department. Liaise with fellow employees on site in other departments in conjunction with assistant manager.
2. To assist the company in maintaining its reputation as a weaver of high-quality woven fabrics, by ensuring that the production of second quality goods is kept to a minimum, in conjunction with the weaving manager, this will include the identification and rectification of any problems within their roll as store person/prep operator.
3. To ensure all yarn stocks are monitored and stored safely in correct area on racking as per reflex system.
4. The post also includes the operation of walk behind and counterbalance fork trucks.
5. To ensure all racking is checked and logged and that it is in good working order in conjunction with the assistant mill manager and Health & safety guidelines.
6. To assist in the maintenance of a safe working environment through the strict adherence to company health and safety rules and procedures. This will specifically include:
 - ensure that machines are only operated in line with the manufacturer's instructions
 - ensuring that all safety interlocks are working correctly, all guards are securely attached and that all checks are recorded
 - ensuring that a high standard of housekeeping is maintained, with particular emphasis and notice taken of oil, grease and warp lubricant spillages.
 - Records are kept of all routine safety checks
 - Adhere to all C.O.S.H.H guidelines.

Other Duties

The post holder will be required to perform duties appropriate to the post, other than those given in their job description. These duties and responsibilities attached to the post may vary from time to time without changing the general character of the position or the level of the responsibilities entailed.

Note

This job description is for guidance of applicants only and does not form part of any offer or contract of employment.

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EMPLOYMENT INFORMATION

POSITION	Store Person/Preparation Operator
LOCATION	Keith - Production
HOURS OF WORK	<p>HOURS OF WORK 39 hours per week - Monday to Thursday 6.00 a.m. to 4.15 p.m. and 7.00 a.m. to 5.15 p.m. - Shifts worked alternate weeks. (1/2 hour for lunch each day)</p> <p>Additional hours may be required to fulfil the duties of the post.</p>
ANNUAL LEAVE	6 weeks annual leave (24 days based on the 4 day working week) including all public/bank holidays. The holiday schedule is fixed and the leave year runs from 1st January to 31st December.
RENUMERATION	£9.50 per hour. Payment is made weekly in arrears.

ADDITIONAL INFORMATION

QUALIFICATIONS	The Company's selection procedure requires that successful candidates have their qualifications validated. One or more of the institutions which have awarded the successful candidate a degree or other qualification will be contacted.
NO SMOKING POLICY	The Company operates a no smoking policy.
EQUAL OPPORTUNITIES	The Company is committed to equal opportunities and welcomes applications from all sections of the community.

Please ensure that you quote the vacancy reference 'STORES' on all of your forms and on the outside of the envelope.

MACNAUGHTON HOLDINGS LIMITED

GENERAL COMPANY INFORMATION

History

The original weaving business began in 1783 at Remony near Aberfeldy, Perthshire and moved to Pitlochry in 1835. Over the years there have been many changes to the business although it has always remained within the same family. Since 1999 the Head Office and warehousing operations have been based in Perth, with production operations located in Keith and Paisley.

Company Structure

Macnaughton Holdings Limited is a privately owned company, managed by a Board of executive and non-executive Directors. The executive Directors are responsible for their separate divisions (Finance, Operations, Production and Wholesale) with overall responsibility resting with the Managing Director.

The Company employs approximately 95 people in total. The majority of the employees are based in Perth, Paisley and Keith, with certain Sales Personnel based in other areas in Scotland and England

The Brands

The Company's products are wholesaled under the following brand names.

The Isle Mill

The Isle Mill is known for its fine upholstery fabrics and throws designed by an in-house team and manufactured from predominantly natural fibres. The stock collections are supplied to the interior design and hospitality markets in the U.K. and abroad through a network of agents and distributors. A design and manufacturing service is also offered to other wholesalers.

The House of Edgar

This market leading brand offers a flexible stock service to meet the needs of the Highlandwear market. Approximately 1,000 kilting tartans are stocked along with an extensive range of jackets, sporrans, brogues, hose, ties and a selection of tartan giftware.

Whitehill & Wilsons - Paisley

The Whitehill & Wilsons brand has been built around the famous Paisley teardrop motif that has inspired a range of scarves and shawls for the retail market. The original archive designs have been translated into modern patterns and colours.

Whitehill & Wilsons - Scout/Guide Neckerchiefs

For many years Whitehill & Wilsons has been the main supplier of neckerchiefs to the Scout and Guide movements in the U.K. and Europe. Standard troop, district and council neckers are available and special neckers for scouting events are regularly produced.

MACNAUGHTON HOLDINGS LIMITED

EMPLOYING PEOPLE - A BRIEF OUTLINE OF OUR COMPANY'S POLICY

The Company's success depends to a significant extent upon the contribution of its employees. The Board of Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Board of Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- Health and safety - to maintain safe and healthy working conditions for all employees.
- Manpower planning - to determine the future mix of skills and size of workforce required, and plan to meet the Company's needs.
- Equal opportunity - to do everything possible to ensure that all present and potential employees have an equal opportunity.
- Security of employment - to provide security and continuity of employment, consistent with the need to ensure the continued viability of the organisation.
- Training - to set appropriate standards of performance for the organisation and to provide training which ensures these standards are met.