

## MACNAUGHTON HOLDINGS LIMITED

### JOB DESCRIPTION

<b>Job Title:</b>	Fabric cutter (Warehouse)
<b>Location:</b>	Tower House, Ruthvenfield Road, Perth
<b>Department:</b>	Operations
<b>Responsible to:</b>	Warehouse Manager
<b>Responsible for:</b>	There is no responsibility for supervising staff.

#### Job Purpose

To work as an efficient team member providing the Company's warehousing and dispatch services.

#### Principal Duties

1. Cutting fabric and picking items for orders.
2. Checking goods into the warehouse.
3. Assisting with stocktaking.
4. Operating a stock management computer system.

#### Other Duties

The successful applicant will be required to perform duties other than those given in the job description including miscellaneous support tasks. The particular duties and responsibilities attached to the post may vary from time to time depending on the operational requirements without changing the general character of the duties or the level of responsibilities entailed.

## **Job Description – Fabric order cutter (Warehouse)**

### **Attributes and Experience**

In addition to an excellent timekeeping and attendance record, the following attributes are required.

- Good communication skills.
- Attention to detail and ability to follow instructions.
- A team worker with a flexible attitude.
- General computer skills.
- Full capacity to recognise and distinguish between different colours.

### **Note**

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

## MACNAUGHTON HOLDINGS LIMITED

### EMPLOYMENT INFORMATION

POSITION	<b>Fabric cutter (Warehouse)</b>
LOCATION	Tower House, Ruthvenfield Road, Perth.
HOURS OF WORK	40 hours per week between 8.00 a.m. and 4.30 p.m. Monday to Friday with ½ hour for lunch.  The exact start and finish times will be agreed with the Warehouse Manager and may be changed from time to time. Additional hours may be required to fulfil the duties of the post.
ANNUAL LEAVE	30 days holiday entitlement per annum which includes time off for public/bank holidays. The leave year runs from 1st January to 31st December.
REMUNERATION	£9.50 per hour. Payment is made weekly in arrears.

### ADDITIONAL INFORMATION

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.

### APPLICATIONS

Application and equal opportunities monitoring forms should be returned to Personnel Services - Vacancy Reference WHS, Macnaughton Holdings Limited, Tower House, Ruthvenfield Road, Perth, PH1 3UN. If you do not wish us to contact any of your referees without your specific prior consent, please state this clearly on your Application for Employment Form.

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

### NOTE

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## **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.
- Staff 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.