



Job Specification – Production Operator/ Packer for RATIO (updated March 2021)

Ratio produces plastic model kits and scenic items for the model railway hobby. It is part of the successful PECO group of companies whose head office and main factory is based in Beer, near Seaton. Peco was founded in 1946, is family owned and has gained a fine reputation for producing highly detailed and accurate model kits. Peco employs approx 120 staff across both sites (see www.peco-uk.com) .

The operation at Ratio provides work for a small team of eight staff. The role of a production operator is to collate the plastic mouldings, sort them into sets, and pack them into the correct kits, along with any instructions and miscellaneous items. Staff are to take turns either packing or taking mouldings off the various machines.

Location: RATIO Factory - Buckfastleigh

Main purpose of Job: To pack plastic model railway kits and associated products for shipment to Peco. Peco collects finished goods once a week as all orders are dispatched from Peco in Beer. The orders go all around the world.

Responsible to: Production Supervisor

Main Tasks: To work either in a small team or on your own to sort and pack various products (most are small and fiddly),
Counting out parts.
Taking mouldings off the various machines and packing them.
Write out dockets for completed work.

Secondary tasks: Assisting with moving and sorting stock. Some manual handling is required to move stock and boxes of packing material.
Carrying out the occasional administration task.

Person Specification

1. Ability to handle small components. Good dexterity and eye-sight is required.
2. Enthusiastic and keen to learn.
3. Ability to work within pre-defined targets and time scales.
4. An understanding of the importance of producing a quality product. Accuracy is key.
5. Punctual, reliable, flexible and hard working.
6. Good communicator and a team player.

Other Information

Pay: During the initial training period the rate is the National Living wage (£8.91 per hour from 1st April 2021) paid monthly.

Hours of work (full-time position)

40 hours per week. Monday to Thursday 8:00am to 5:00pm plus there is a 10 minute paid break in the morning and another in the afternoon along with a 30 minutes unpaid break for lunch.

Friday 8:00am to 2:00pm plus there is a 10 minute paid break in the morning. There is no lunch break on Fridays as you leave early.

(Happy to discuss varying start and finish times as the factory is open from 7:00am)

Hours of work (part-time position)

25 hours per week minimum.

(Happy to discuss actual start and finish times in order to be able to flexible, whilst at the same time ensuing that the work gets done).

Holiday entitlement: 28days including Bank holidays. (Accrued at approx. 2 days per complete calendar month). This is on a pro-rata basis for part-time staff and depends on the number of actual days worked.

Training: Full training is provided, and you do not need to be either a modeller or into trains to fulfil this role.

Probation: All positions are entered into on a 3-month trial basis, during which we will meet regularly to discuss your progress.

Other benefits: Pension Scheme available after qualifying period.
