

Role Profile/ Job Specification

Role Title:	Cleaner – Trainee Technician
Reports to:	Head of Production Senior Technician
Responsible for (number of staff if appropriate):	N/A
Hours pw and details of shift requirements if appropriate :	37.5hrs Manufacturing operating hours 8am-7pm Monday - Friday
Department/ Company:	Eaststone Ltd. Production Department

The Company:

Walkboost Ltd was established in 2003 and consists of **3 Pharmaceutical companies**; all of the companies are based in Bolton. In total Walkboost Group has c100 staff.

Maxearn Ltd is a parallel import company; **Quadrant Pharmaceuticals Limited** is a licensing company; **Eaststone Ltd** is a specials manufacturing company.

Brief Role Description:

To ensure all assigned areas of the production department, including fixtures and fittings are kept to a high standard of cleanliness.

To assist the Production technicians with additional duties.

Key Responsibilities:

- To ensure all cleaning of the production department is performed according to written procedure
- To ensure cleaning material stocks are maintained at correct levels
- To observe and comply with Good Manufacturing Practice (GMP)
- To observe and comply with company Standard Operating procedures (SOPs)
- To observe and comply with company Health & Safety Policy and procedures
- To ensure all known client information and Eaststone business remains confidential, and is not disclosed to unapproved persons/parties
- In addition to this, Production 3rd party stock dispensing and rotating this batches on daily bases is required. Also, tidy up warehouse as and when required.
- To ensure temperature mapping is performed on daily bases and rotate gowning as per procedure on weekly bases.

To undertake any other duties, either for this department or any other department within Eaststone Limited, as per Line Manager request, and for which training/instruction has been provided, understood and recorded

To ensure strict adherence to cGMP during all production activities, if participation is required

Key outcomes:

- To ensure that the production department is cleaned per SOPs and training provided.
- To ensure that any additional actions performed are in accordance to the relevant SOP and under supervision of a trained production technician until training has been signed off.

Competency requirements for the role - Refer to Walkboost Competency framework

Core competencies:

- Customer Focus
- Personal Integrity
- Drive and resilience
- Team working

<ul style="list-style-type: none"> Developing self and others <p>Additional competencies for the role and required level:</p> <ul style="list-style-type: none"> Analysing and decision making – Level 1 Managing Performance – Level 1 Managing Change – Level 1 	
Person specification :	
Qualifications:	
Essential	Desirable
<ul style="list-style-type: none"> GCSE English 	<ul style="list-style-type: none"> English, Maths and Science GCSE - grade C or above
Skills/ knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Good organisation and communication skills Excellent team, interpersonal skills, and communication skills (both written and verbal) Attention to detail 	<ul style="list-style-type: none"> Demonstrated compliance, and safe adoption of working practices together with an understanding of the needs for precise and accurate documentation Knowledge of cGMP related to pharmaceutical manufacturing Good IT skills e.g. Microsoft Office (Word, Excel and Power Point)
Experience :	
Essential	Desirable
N/A - Full training programme provided on successful appointment	<ul style="list-style-type: none"> Experience in solid dosage forms, including semi-solids and oral liquid
Prepared by: Imran Patel	Date: 07/12/2017

This job description indicates in general terms, the type and level of work to be undertaken as well as the typical responsibilities of employees. The company reserves the right to make reasonable amendments to this description as required.

You are also required to undertake any other duties within your capabilities as may be reasonably required.