Role Description: Factory Apprentice - Lithographer

**Department** | Decorating  
---|---  
**Location** | William Edwards Limited  
**Reporting to** | Head of Operations  
**Date Updated** | August 2021  
**Purpose** | To work as a lithographer, to gain an all-round understanding of the processes within the respective department. In addition to these functions’ employees are required to carry out such other duties as may reasonably be required.

**Principal Accountabilities**
- To learn the practical elements of applying ceramic silk screen print to ceramic glazed items, through the lithographing process, as follows:
  - Ensuring that the enclosed job description paperwork is adhered to regarding positioning of lithograph, ensuring to check decorating pictures on the computer or styling sheet on the front bench.
  - Ensuring lithograph is ready for application through stripping off interleaf sheets and soaking in water.
  - Applying lithograph to ware by positioning on to ware and using squeegee for application ensuring no trapped air is left under lithograph.
  - Placing lithographed ware onto truck for quality control checking.
  - Utilise ‘pads’ to separate ware.
  - To comply with all Health and Safety Regulations and Company policies and to always ensure that the work area is clean, tidy and safe.
  - Developing self, team working and a practical experience through a supervised environment.

**Competencies**

**Commitment**
- Must Demonstrate acceptable levels of attendance and timekeeping.
- Willing to, on occasion, to do a reasonable amount of overtime

**Teamwork**
- Demonstrate flexibility by carrying out other duties outside of your job role within your department or in another department as required.
- Demonstrate ability and willingness to operate as a valued team member

**Respect**
- Must be comfortable with receiving instruction from your Line Manager, Team Leaders and Senior Managers

**Creativity**
- Ability to identify problems.
- Not afraid to communicate ideas and suggestions

**Passion**
- Desire to succeed as part of the Company

**Leadership**
- Ability to make basic decisions and escalate where appropriate

**Responsibility**
- Take responsibility over own workload.
- Assume responsibility for general housekeeping at workstation as per health and safety procedures

**Honesty**
- To communicate with the Company, Managers and Colleagues openly and honestly in line with the companies Dignity at Work Policy

**Success**
- Desire to succeed within the job role.
- Desire to be part of a successful company and celebrate department and Company Wide Achievements

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Good Standard of English and Maths</td>
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**Additional Information**

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<th>Additional Information</th>
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<td>Exposure to Noise</td>
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Please sign to show you have read the above role description and are willing to undertake the responsibilities and demonstrate the behaviours as specified within this role description.

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<th>Job Holder Name</th>
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