



### Job title: Packaging of products

#### Description

In this job you will have to put the products inside the package.

A product is a thing that is created in the company to be sold.

The packaging is the envelop of the product.

The packaging has the product descriptions.

The packaging protects the product

The packagin also help people to identify what is inside.



### Packaging of Products 1/3



1

I will receive the product that will need to be packed.  
A colleague or my boss will give the product to me.



2

I prepare the packaging material.  
The packaging material can be a box o  
The packaging material can be a plastic film  
The packaging can be also other thing or other thing.  
Your boss will tell you how to prepare the packaging material



3

I will have to read the instructions on how to do it.  
My colleagues will show me how to do it  
Then I organise the materials I need according to the instructions.

## Packaging of Products 2/3



4

I always read the instructions first  
I put on the table the material.  
I make sure I have everything.  
Then i start to pack.



5

Once I am done  
I put the packaging in the correct place  
ome packaging have also stickers.  
I put the stickers in the correct place.

## Packaging of Products 3/3



### Job title: **Machine Operator**

#### Description

A machine operator is the person that control the machine.

To do this job I will need manual skills.

I will also need basic knowledge on how the machine works.



**Machine Operator 1/3**



1

I will have to control the machine on a production line.  
A production line is a set of actions organised for creating a new thing.



2

I will also check that the machine is working well.



3

It is possible that the machine at some point do not work well.  
In that case, I will have to make small reparations.  
In case the reparation is difficult, another person will do it for me.

## Machine Operator 2/3



4

Also, I will have to keep the machine clean.  
Having the machine clean will help it to work better.



5

There can be a problem with the machine  
Maybe I do not know how to solve this problem.  
In that case, I will tell my boss.

## Machine Operator 3/3



### Job title: **Quality Product Checker**

#### Description

In this job I must make sure that products created are good.

A product is a thing that is created in the company to be sold.

I will be the guardian of good work.

I will compare the original product with the copies.

I will decide if the quality is the same as the original product.



**Quality Product Checker 1/3**



1

I take a good look at the products

I check to see if there is something wrong



2

My boss will give me an original product

The original is the first product developed.

Then I will compare all products with the original



3

If I find errors

I have to discard.

Discard means to put them away.

## Quality Product Checker 2/3



4

My boss will tell me what to do with the discards

If I find errors,

I write it down on a specific document.

I tell it to my boss



5

I explain what is the error

I find a solution to the error

I make sure this error does not happen again

## Quality Product Checker 3/3



### **Job title: Cleaning Staff in Manufacturing companies**

#### **Description**

Maintaining a clean, safe and efficient workplace.

Clean all the facilities of the company.

**Cleaning staff 1/3**





1

I will clean the place where people work

It is important to have the place clean.

It is important for health and safety



2

I clean all the common areas

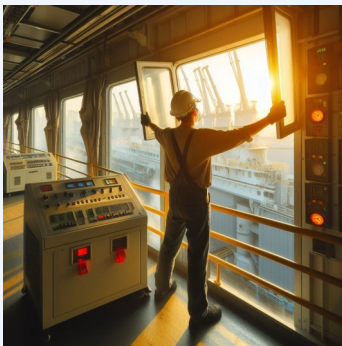
The common areas will be the lobby,

The common areas are the corridors,

The common areas are toilets

The common areas are dinning rooms.

There can be other areas to be cleaned. My boss will tell me.



3

I make sure that all areas and rooms of the factory are ventilated.

Ventilation means to open the windows

I let fresh air to come inside.

My boss will tell me when and where to ventilate.

## Cleaning staff 2/3



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4

Maybe i find bugs inside.

I dont get scared.

I remove them.

If I find too many, I say it to my boss

Your boss will tell you what to do

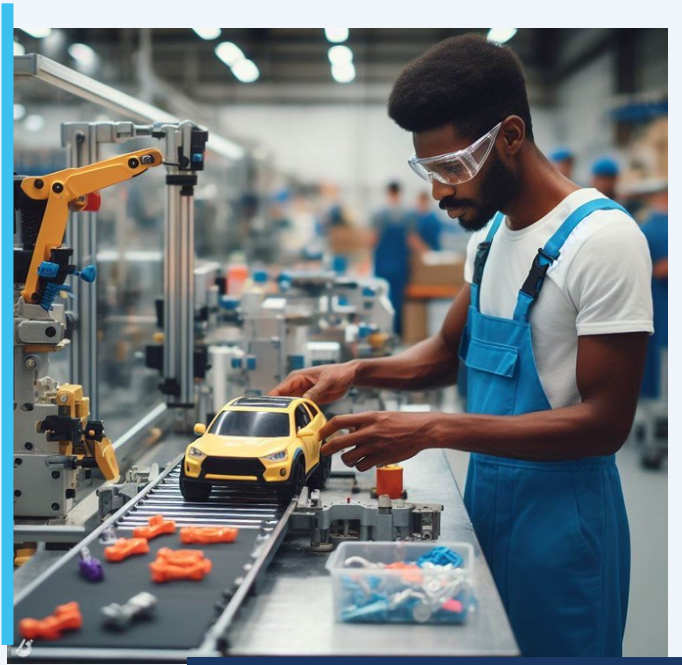


5

To clean, you will use many different products.

When one of the products is finished, you will have to replenish.

Cleaning staff 3/3



### Job title: **Assembly of Products**

#### Description

The job of a product assembler is to join pieces with other pieces.

A product is a thing that is created in the company to be sold.

This way you make the final product.



### Assembly of Products 1/3



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1

They will give me different pieces.

It is like Lego pieces.



2

I learn how to assemble the pieces.

Assemble the pieces means to put them all together.

It also means to create the product.

I will have a manual.

A manual is a paper that explains how to put the pieces together.



3

I will know how to assemble the pieces.

My colleagues will tell me how many products to put together.

I will listen and work fast.

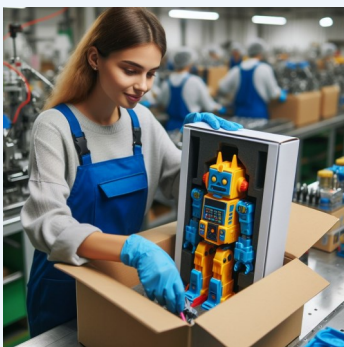
## Assembly of Products 2/3



4

I always check that it is well done.

It is like checking all the letters in a word are at the right order.



5

I have to put the product in a specific place or box.

My boss will tell where to put the product.

## Assembly of Products 3/3



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