



SMALL BUSINESS BUREAU
Prómosing / Entrepreneurship

LETHEM BUSINESS INCUBATOR CENTRE, REGION 9

SMALL BUSINESS BUREAU/ MINISTRY of TOURISM, INDUSTRY and COMMERCE

TERMS OF REFERENCE – MACHINE OPERATOR

1. BACKGROUND

- 1.1 In 2004, the Small Business Act was established to: *(1) provide incentive regimes and support programmes for small businesses; (2) establish the Small Business Council (SBC), the Small Business Bureau (SBB) and (3) the Small Business Development Fund (SBDF).*
- 1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.
- 1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide:
 - a) Support and access to financing for small businesses.
 - b) Non-financial services and assistance to help small businesses improve productivity and competitiveness.
 - c) Institutional support for organizations representing, promoting, supporting and strengthening small businesses.
 - d) Funding for the expenses of the Bureau.
- 1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry and Commerce.
- 1.5 The Small Business Bureau under the Ministry of Tourism, Industry and Commerce is the executing agency for all of the aforementioned.

2. JOB SUMMARY

The Machine Operator position is based at the Lethem Business Incubator Centre, Lethem, Region 9. Under the guidance of the Business Incubator Manager, the Machine Operator's primary role will be the operation and maintenance of the Lethem Business Incubator Centre's equipment and machines. The successful applicant will be required to work closely with staff and clients to ensure the effective and efficient functioning of the Centre's equipment and machines. This includes, conducting regular diagnostic checks and providing feedback to management on issues; ensuring adherence to usage and safety guidelines; and making recommendations to address issues and improve management of equipment and machines.

3. JOB DESCRIPTION

The Machine Operator will be in charge of setting up, operating, monitoring, troubleshooting, and performing preventative maintenance on a variety of heavy-duty food processing equipment and machines. The Machine Operator will also be responsible for examining components to ensure they meet specifications and making and or recommending necessary modifications or tool changes to guarantee attainment of quality standards.

4. RESPONSIBILITIES

The essential duties and responsibilities of the Machine Operator, but are not limited to the following:

- Set up equipment and machines for operation.
- Start equipment and machines and make adjustments when necessary to improve performance.
- Operate equipment and machines according to recommended manufacturer instructions/standards.
- Troubleshoot issues and perform maintenance of equipment and machines.
- Perform quality control, follow up reporting and recordkeeping procedures, and report problems to supervisor.
- Comply with all safety and health regulations of equipment and machines.
- Clean equipment and machines, and maintaining the cleanliness of the operating area.
- Operate/monitor equipment and machines during operation to ensure quality production and minimal unplanned stops.
- Check equipment and machines output to spot any manufacturer's and or other flaws, record and report in a timely manner.
- Maintain equipment and machines activity logs.

- Regularly conduct tests of the equipment and machines performance and operating capacity.
- Fix any issues or malfunctions that may occur.
- Keep an updated database on all of the machine's information, defective units, and final products.
- Prepare and submit monthly usage and performance reports.
- Communicate with clients to ensure continuous production of the correct product at high-quality levels with minimal wasted time and materials

5. QUALIFICATION

- Certificate in Mechanical Science or Electrical Engineering and other related qualification from a recognized technical/tertiary training institution.

6. GENERAL WORKING EXPERIENCE

- A minimum of five (5) years of professional work experience.

7. SPECIFIC WORK EXPERIENCE

- A minimum of three (3) years' experience operating heavy-duty equipment and machines.
- Prior experience as a machine operator would be an asset.

8. GENERAL SKILLS

- Willing to perform repetitive tasks for extended periods
- Reading and writing skills
- Analytical and problem solving skills
- Teamwork
- Concentration
- Able to follow instructions and production schedules

9. DURATION OF APPOINTMENT

The position of Machine Operator is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, is subject to satisfactory completion of initial contract.

10. REPORTING OBLIGATION/SUPERVISOR

The Machine Operator will report directly to the Business Incubator Manager or his designate, at the Lethem Business Incubator Centre, Lethem, Region 9.

