



Job Description

Machine Operator

Job Title: Machine Operator
Department: Production
Reports to: Shift Supervisor

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Approved by: Production Manager

SUMMARY

Assure that the press or labeler is running properly and is producing parts in accordance with specifications. Process parts as directed during training. Supervisor, Quality Assurance or Process Technician must be notified promptly of any machine malfunction and quality or safety issues so that they may be resolved in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Review Job Traveler for UPC code, part number and job quantity and any other information. Examine supplied box labels to ensure required information is correct. Correct data is established from job traveler.
- Observes product to keep quality of parts consistent with standards. Notifies Q.A., supervisor or process technicians' when issues arise.
- Transferring product from conveyors, bayonets, or labelers to appropriate place.
- Inspects filled boxes to ensure that product is packaged according to specifications.
- Reports malfunction of press or labeler to supervisor or machine technicians.
- Assembles boxes, replenishes packaging supplies such as boxes, pallet, tape, or labels. Replace labels on labeler machine.
- Correctly stacks boxed product on pallets.
- Completes all paperwork, including time keeping and puts in the appropriate place.
- Follow all safety procedures.
- Keeps work area clean and organized.
- The ability to handle job stress and interact effectively with others in the workplace.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERNAL AND EXTERNAL COMMUNICATION

Good communication skills both verbal and written

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be a full-time employee and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

- High school diploma, GED or factory related experience.
- Training in general safety.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of variables; ability to apply common sense understanding to carry out detailed written or oral instructions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

There will be some physical demands, including lifting heavy objects, carrying, pushing and pulling, and other physical actions requiring some dexterity. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands and reach with hands and arms. The employee is occasionally required to balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds without assistance of equipment.

WORK ENVIRONMENT

The work environment is within a manufacturing facility. The work environment is temperature controlled with no extreme heat or cold exposure. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

Employees must have the ability to handle job stress and interact effectively with others in the workplace.

WORK HOURS

Position is a full-time position, Monday through Friday or Sunday through Thursday with occasional weekend work.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____