



Coating Machine Assistant

Department: Label

FLSA Status: Non-Exempt

Work Schedule:

4th Shift: Friday-Sunday , 3 p.m. – 3 a.m.

Positions Supervised: None

Job Status: Full-Time

Reports To: Shift Supervisor

Amount of Travel Required: No travel required

POSITION SUMMARY

The Coating Machine Assistant is responsible for assisting the Coating Machine Operator in the operation of a Coating machine. The Operating Assistant is also responsible for helping to set up line equipment, labeling cases, packaging of product and quality control.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Run the turret end of the machine accurately and efficiently and troubleshoot when issues arise.
- Reviews information on job-sheets for the diameter of the roll, stock numbers for cartons, cores, line equipment needed, quantity of rolls per case, special labeling instruction and skid stacking procedure.
- Adjust set up and process operations accordingly.
- Inspect and examine printed products for print clarity, color accuracy, conformance to specifications and external defects.;
- Follow standard operating procedures and specifications or instructions of higher level technical personnel.
- Retrieves cores, boxes and other supplies and materials for the machine and the Machine Operator.
- Responsible for the quality control of rolls to ensure ink stripe, diameter, rings and how well the rolls fit into the case are up to standards.
- Perform tests and check product routinely for multiple characteristics using standard measuring devices and making some judgements against not readily measurable standards.

- Clean and lubricate printing and coating machines and components, using oil, solvents, brushes, rags and hoses.
- Assemble and label boxes with accuracy for shipping for custom and stock items.
- Responsible for housekeeping of the general area around the machine including sweeping the work area and picking up loose items.
- Follow standard safety procedures.
- Other duties as assigned

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Accuracy:** The extent to which an individual's work is correct and error free within company policies and guidelines.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- **Organized:** The ability of the individual to be structured and methodical in working skills.
- **Problem Solving:** The ability to recognize courses of action which can be taken to handle problems or potential problems.
- **Safety Awareness:** The ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Required Education

- High School Diploma or GED

Preferred Experience

- Previous packaging experience.

Computer Skills

- Must have working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)

Other Skills

- Mechanical aptitude is a must

PHYSICAL DEMANDS

Physical Demands

Lift/Carry

Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	F (Frequently)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

OTHER PHYSICAL REQUIREMENTS

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves)

WORK ENVIRONMENT

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.