



Machine Operator

Department: POS

FLSA Status: Non-Exempt

Work Schedule:

1st Shift: Monday-Thursday, 3am-3pm

Positions Supervised: None

Job Status: Full-Time

Reports To: Shift Supervisor

Amount of Travel Required: No travel required

POSITION SUMMARY

The Machine Operator is responsible for the operation of a high speed slitting machine. The Machine Operator is also responsible for the overall quality and efficiency of the machine and is indirectly responsible for the actions of the Machine Assistant/Packer

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

- Responsible to ensure the machine is operating efficiently while producing product that conforms to quality standards.
- 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.
- Effectively setup machine and line equipment IE, slitting shafts, arbors, tucker, pounder, carton sealer and change 'Mini Rolls'.
- Accurately interpret work orders and other instructions required by supervision.
- 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.
- Retrieves cores, boxes and other supplies and materials for the machine.
- Assemble and label boxes with accuracy for shipping for custom and stock items.
- Complete tasks within the specified timeframe accurately and professionally while working independently and/or as a team.
- 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 machine operator 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

Stand	C (Constantly)	Lift/Carry 10 lbs or less	C (Constantly)
Walk	O (Occasionally)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	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	C (Constantly)
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.