



Finishing Department Lead

Department: Label

FLSA Status: Non-Exempt

Work Schedule:

Expected, Monday – Friday, 7 a.m. – 4 p.m.

Positions Supervised: None

Job Status: Full-Time

Reports To: 1st shift Operations Manager

Amount of Travel Required: No travel required

POSITION SUMMARY

The Finishing Department Lead ensures the weekly schedule is carried out and reflects the current status of work priorities. Attends critical daily Production Meeting between Operations, Planning, Label Support, and Maintenance.

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

- Lead operator responsible for equipment setup and physical operation of machinery to ensure all assets are operating safely and efficiently while hitting throughput targets and producing product that conforms to quality standards.
- Analyze current work flow and upcoming work orders to prioritize, plan, and schedule equipment and manpower needs.
- Works closely with scheduling, label support, maintenance, and customer service.
- Assist in the development of key planning metrics which adhere to production policies and ensure team's results vs. targets are obtained.
- Create SOP's/standard work relating to operations, equipment, processes, and scheduling.
- Keep a well-maintained inventory of films, stretch wrap, and cartons while working with Procurement Team on month end inventory.
- Analyze delays and interruptions and accordingly adjust finishing schedule to meet deadlines.
- Provides training and mentoring for other team members.
- Actively participate in 5s and audit processes.
- Coach and teach team members to improve Safety, Quality, and Productivity.
- Other duties as assigned by Management.

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.
- **Communication Skills, 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. Strong communication skills are necessary.
- **Coaching and Development:** The ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.
- **Leadership:** How well the individual motivates and guides others to ensure performance in accordance with clear expectations and goals.
- **Problem Solving:** The ability to recognize courses of action which can be taken to handle problems or potential problems.
- **Results Oriented:** The ability to stay on task, with minimal direction, and successfully attain expected results.
- **Safety Awareness:** The ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Required Education

- High School Diploma or GED

Required Experience

- 1-5 years previous flexographic printing/label making experience, with experience trouble shooting equipment
- Experience working in a fast paced, team environment

Computer Skills

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

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: SW and DB Date: 10/31/18

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.