



Machine Operator

Our company expects all team members to uphold our core values of Respect, Accountability, Continuous Improvement, Teamwork and Ethics.

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| Respect | Treat others as you would like to be treated |
| Accountability | Be on time and contribute |
| Continuous Improvement | Take initiative and strive to do better |
| Teamwork | Offer help, ask for help, and value being a member of a strong team |
| Ethical Behavior | Follow our Code of Ethics and meet our high standard of professional behavior |

Considerations: We are converting adhesives into forms that require a creativity and patience as there is as much art as there is science in our process.

Full Time: Monday through Friday 4:00 pm to 12:30 am, OT on mornings and weekends as needed

Reports to: Co-President Operations/Internal

Safety:

- Safety minded at all times
- Follow all safety rules
- Keeps work area clean.
- Use Personal Protective Equipment (PPE) as necessary for task at hand
- Report any unsafe work practices, injuries or quality issues to your supervisor
- LOTO

Communication:

- Bi-lingual is helpful but not a requirement
- Ability to communicate effectively with coworkers
- Ability to read and understand basic English

Tools used:

- Must be able to use safely and properly use inspection and measuring tools including and not limited to gages, rulers, tape measures, scales, calculator, thermometer/pyrometers, hoists, micrometers/calipers, tachometer, volt/multi-meter, hand tools including but not limited to utility knife, hammer, screwdriver and wrenches.

Skills:

- Basic Mechanical aptitude for daily maintenance, troubleshooting and repair
- Basic computer skills, Microsoft Office products emphasis on Outlook and Excel
- Basic math including addition, subtraction, multiplication and division with and without a calculator
- Lift up to 35 pounds
- Climb stairs and work from an elevated platform
- Bend, stoop, push, pull, grasp, reach, kneel, twist frequently during the shift

- Walk frequently within department, and ability to stand during the entire production shift
- Drive a forklift is a must along with other material handling duties
- Use time efficiently
- Detail, process, and goal oriented
- Work efficiently in a fast paced, multi-tasking environment
- Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in group problem solving situations

Responsibilities:

- Safely Set up, start, adjust, operate and change over machines that form and shape adhesives
- Running two machines concurrently
- Running reports and working closely and responsively with sales, customer service and other departments as needed to meet customer expectations and our commitments
- Monitoring own work to ensure a quality product that meets all customer and company requirements
- Maintaining a clean work space individually and all community areas
- Understanding and optimizing up time, rates, quality and yield including process improvements
- Accurately completing daily reports including cycle time, daily production, scrap and packaging, quantities, size, date, type of products, and lot numbers
- Performing general preventative maintenance, trouble shooting and minor repairs on equipment. If unsuccessful in making repairs, notifies supervisor and/or maintenance for assistance
- Training employees on equipment and participate in cross-training program as instructed
- Participating and contribute to our quality management system
- Adhering to all company policies and procedures
- Performing other duties as assigned

Benefits

- Two fifteen-minute paid breaks per day
- 10 paid holidays
- Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
- 401k, 3% employer match

Requirements

- High school or equivalent
- Experience minimum of one year

Work is performed indoors, temperatures can range from 55 F to 95 F. Frequent exposure to the smell of different molten adhesive formulas.

Salary is commensurate with experience

Must be able to pass background check and drug screen