



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

Job Title: Machine Operator

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

Safety	Practice Safety First... Always!
Teamwork	Offer help, ask for help, and value being a member of a strong team
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
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 8:00 am to 4:30 pm, OT on evenings and weekends as needed

Reports to: Production and Shop Manager

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

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



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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 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

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