

SUMMIT PLASTIC MOLDING

JOB DESCRIPTION

JOB TITLE: MACHINE OPERATOR

IDENTIFICATION

Department: Manufacturing

Reports to: Shift Foreman

SUMMARY

To safely and efficiently operate production equipment as required to produce acceptable goods. To monitor and record evaluations of key quality criteria.

ESSENTIAL FUNCTIONS

- Remove finished product from the press and separate from runner when necessary.
- Inspect product for discrepancy and record results on scrap report.
- May trim excess material from part by using knife.
- Observe the operation of the presses to assure proper functioning and alert Shift Foreman.
- Notify any discrepancies to the Shift Foreman and Quality.

DUTIES AND RESPONSIBILITIES

- Maintain cleanliness and general appearance of the assigned presses, grinders and workstations.
- Inspects parts, sort discrepant parts per work instructions. Report and document discrepant materials.
- Train new operators, cross train on other presses as directed by the foreman.
- Keep an eye on hopper for low material levels.
- Alert foreman of equipment malfunctions.
- Assure that mold does not close on previously molded parts/runners.
- Attend assigned meetings.
- Communicate the status and any changes of the assigned presses to the press operator of the following shift.
- Initiate action to prevent the occurrence of any nonconformity relating to product, process and quality system.
- Identify and record any problems relating to the product, process and quality system.
- Perform other duties as assigned

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ACCOUNTABILITIES

- Product quality, discrepancy detection and notification.
- Housekeeping of work station and surrounding area.
- Accuracy in scrap reports and all other required documentation.
- Maintain and demonstrate knowledge of safe operating practices.
- Effectively communicate with all employees.

MINIMUM QUALIFICATIONS

- Ability to read and write in English
- Simple math.
- On the job training.

KNOWLEDGE, SKILLS, AND ABILITIES

- Able to sit, stand, or walk for extended periods of time.
- Good communication skills.
- Able to use both hands.
- Able to read and interpret instructions.

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