



Extrusion Operator - Job Description

Written by:
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Approved by:
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HR-JD-001

Department: Manufacturing

Job Title: Extrusion Operator - All

Department: Manufacturing

Reports To: Shift Supervisor

Job Status: Non Exempt

Back up: Lead Operator

SUMMARY

The Extrusion Operator is responsible for efficient production of polyolefin film using approved SOC's. The operator is assigned a film line based on experience and shift need and is responsible for day to day operations of that line.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for checking quality of their line at shift change and on an hourly basis.
- Enters roll information into the plant computer system.
- Ensures that packaging is being done per the correct customer packing specification.
- Responsible for testing treatment, gauge and width specifications.
- Responsible for providing samples to the QA Lab for testing.
- Responsible for checking blenders at shift and order changes.
- Responsible for completing a 1st piece check sheet for each change over.
- Responsible for verifying all paperwork is complete and accurate.
- Responsible for promoting safety awareness throughout the plant. Make sure all employees have required PPE and are following all safety policies.
- Responsible for reporting any defective equipment or safety hazards to Shift Supervisor.
- Responsible for maintaining work zone housekeeping throughout entire shift.
- Responsible for maximizing production rates while maintaining a quality product.
- Responsible for preparing for upcoming order changes at least 2 hours in advance.
- Responsible for assisting Maintenance Department when necessary.
- Responsible for assisting other zones Operators when needed.
- Responsible for promoting team work throughout the plant.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Minimum of 6 months on the job training.

These procedures are an integral part of ISO Flex Packagings' production success. Failure to follow any of these procedures, guidelines or expectations will result in disciplinary action, including write-ups, suspension, and/or termination.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete reports and forms associated with the position: Ability to communicate effectively orally, and in writing

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusion. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to walk, sit, reach with hands and arms; balance; stoop, kneel and or crouch. Employee must occasionally lift 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is the responsibility of all employees, regardless of department or position to report to management, situations that may compromise product quality, food safety and regulatory compliance.

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