



Job Description

Job Title: Machine Operator

Reports To: Production Supervisor

FLSA Status: Non-Exempt

Summary: This individual operates and tends to the converting/printing presses and provides coverage in Coating and Slitting departments. This individual performs traditional printing methods for the labels while maintaining a clean working environment.

Essential Duties and Responsibilities:

- Set-up, clean-up, and operate 5 color converting/flexo press, corona treater, coating and slitting equipment and/or other equipment as needed and in accordance with procedures and guidelines
- Reads and interprets order specifications to ensure accuracy when setting up and producing orders, including, but not limited to, plates, colors, stock, die.
- Adjusts machine settings to complete tasks per specifications of orders
- Detect and report defective materials or questionable conditions to Supervisors
- Prepares and stacks product for packaging department
- Completes daily logs including updates and entries into the work order system
- Manage and maintain ink, plate and die inventory – advise Supervisor of order requirements
- Maintain a clean and safe work area
- Cross train in other departments, coating, slitting, packaging
- Performs all other duties as assigned

Competencies:

Attendance- refers to the consistency that an employee shows up for work and completes their normal work hours.

Communication- refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.

Customer Service- refers to the ability to satisfy the expectations and requirements of customers. Displays courtesy and sensitivity and responds promptly to service requests. Identifies customer needs and explains services clearly. Handles difficult situations.

Work quality- refers to the effort that consistently achieves desired outcomes with a minimum of avoidable errors and problems.

Experience and Requirements:

- Strong mechanical aptitude and ability to use hand tools
- Operator/print/manufacturing experience preferred
- Roll fed flexographic experience preferred
- High level of attention to detail and accuracy
- High School Diploma (or GED or High School Equivalence Certificate)
- Ability to read, write, add, subtract, multiply and divide
- Efficient with using tape measures and recording measurements accurately
- Forklift certification preferred

Physical Demands:

While performing the duties of this job, the individual is constantly moving while operating the machine on the shop floor. This individual will be on their feet the entire shift. They constantly operate motorized equipment and machines. The individual needs to occasionally move about on the shop floor to transport parts, access tools, equipment, parts, and other necessary items to complete the work order. The individual frequently positions self to operate and repair machines, including underneath and above the machine. They use the hands continuously while performing all job duties. Most of the activities involve fine and gross manipulation of items. They must be able to exchange accurate information with other individuals in the office and shop. Must be able to detect mechanical issues and part defects from short distances to determine what action needs to be taken. They must regularly lift, push, pull, and/or move up to 50 pounds. The individual must be capable of carrying and loading different parts and tools required to do the job. The individual must be able to distinguish between colors to ensure colors on patches are printed correctly.

Work Environment:

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Due to exposure of chemicals, employees are required to wear personal protective equipment. This individual is required to wear a protective gloves and safety glasses.

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

Employee Signature: _____ **Date:** _____

Employee Name: _____ **Date:** _____
(Printed)