

06/01-W

ENVISION POSITION DESCRIPTION

JOB TITLE: Flat Bag Machine Operator/ Palletizer/Quality Associate

STATUS: Qualified/Full-Time/Hourly/Direct

SUPERVISOR: Plant Manager

JOB FUNCTION:

Operate machine to convert plastic products to specifications, tie in new rolls of material, and produce products that meet Quality Standards.

ESSENTIAL FUNCTIONS:

- * Responsible for your own safety performance and maintaining a concern for others through a good safety attitude.
- * Responsible for maintaining Quality Standards.
- * Responsible for maintaining production and scrap standards.
- * Possess a good work attitude and a willingness to carry out instructions, and other duties as required, while working with all Envision employees as a team.
- * Communicate with other personnel concerning operation, safety and overall performance of equipment and process.
- * Must actively participate in Envision Safety Programs.
- * Must maintain Envision Attendance Standard.
- * Responsible for housekeeping in immediate work area.
- * Must be able to stand for 2 hours at a time without the opportunity to sit down.
- * Ability to move, place or lift at least 25 pounds frequently.

Position Description

General Purpose Bag Machine Operator/Palletizer/Quality Associate

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- * Must be able to frequently squat and stoop.
- * Perform tasks that require frequent bending and twisting.
- * Move rolls from ready position at the rear of the unwind stand to the unwind position on the bag machine. Manual lifting of the rolls is not permitted.
- * Tie the end of the new roll to the core end of the previous roll. Assure that the tie-in is secure so the lead-in can be pulled through the machine.
- * Unwind the machine scrap left on the cores and put scrap film and cores in proper containers.
- * Jog film through the machine until acceptable quality film has reached the picking table. Put scrap ends into proper containers.
- * Start bag machine cycles and assure that all quality parameters such as seals, length, width, blocking, batch count, etc., meet quality standards.
- * Assure that box marking, labeling, taping and bag case count are correct according to specifications.
- * Palletize the finished product.

REQUIREMENTS:

- * Manual and finger dexterity.
- * Steel toe shoes required.

MARGINAL FUNCTIONS:

- * Perform miscellaneous tasks that require manually moving materials, tools, equipment and supplies.

This job summary does not imply that these are the only duties to be performed. Other tasks may be required for the effective operation of the department.

Note: Post-employment physical required.