

# POSITION DESCRIPTION

## PRESS OPERATOR

(Job Title)

**I. PURPOSE:** To attend to the product produced by the injection molding work centers, including: secondary operations, inspection, packaging, assembly, and associated paperwork. Concurrently, to maximize the profit level of the corporation by participating as a team member in daily activities that support the goals of the organization. The above is accomplished through understanding of the goals and objectives of the business and displaying an ongoing commitment to excellence.

## **II. DUTIES/RESPONSIBILITIES:**

### **A. Bullet Point Explanations of Essential Job Functions:**

- Work as a member of the Production Plastics manufacturing team, focusing on both daily requirements and continued improvement of the manufacturing process.
- Working safely at all times, observing all safety rules. Participating in continually elevating the level of safety within the company through equipment modification and policy improvements.
- Effective communication with individuals at all levels of the organization and all work shifts.
- Ability to complete secondary operations (as required) to product.
- Inspection of product against established quality standards and making appropriate decisions regarding discrepant product disposition.
- Performance of required record keeping regarding scrap rate, cause of scrap and amount of product produced.

- Keeping the work center (machine) producing at the specified rate with minimal deviation.
- Keeping the work center clean and organized.

### **III. JOB REQUIREMENTS:**

#### **A. Knowledge: (To carry out essential job functions)**

1. **Education:** High school diploma or equivalent.
2. **Internal Training:** Handling of post-molded product, assembly, inspection methods, inspection criteria, packaging, record keeping.
3. **Experience:** See Skills/Abilities.

#### **B. Skills/Abilities:**

- Desire and ability to learn.
- Enthusiasm, reliability, integrity, self-motivation.
- Ability to follow written and oral instructions.
- Training and experience in areas of essential job functions.
- Able to accept direction from the supervisor.
- Ability to lift 35 pounds.
- Willingness to keep work area clean and organized.
- Ability to evolve and change.
- Ability to make good decisions.

- Ability to participate in the continued growth and improvement of the organization.

#### **IV. NATURE OF POSITION:**

##### **A. Supervision:**

1. **Position reports to:** Shift Supervisor (in his/her absence, the Production Assistant and the Set-Up Technician).
2. **Direct reports to position:** None.

##### **B. Working Conditions:**

1. **Protective equipment required:** Safety glasses, safety gloves, others as the situation dictates.

##### **C. Unique Facets of This Position Are:**

The Press Operator must work both alone and in a group with others, as directed by the Shift Supervisor.