

## General Labor -Helper

**PURPOSE:** Help machine operator in the production of flexible packaging.

### **JOB DUTIES:**

1. Understand and follow safe work practices
2. Read and understand work order before starting the run
3. Constantly check on the quality of product and document results on quality check sheet
4. Enter production and downtime information into DCU. Make and print finished goods and shipping case labels.
5. Able to record production and downtime on the production report
6. Bring rolls to bag department
7. Bring supplies to bag department
8. Load rolls to unwind
9. Able to web the film on the machines
10. Able to make minor adjustments on machines to ensure wicket holes location and lip size are within specification.
11. Able to make minor adjustments on machines to ensure side seal are good
12. Communicate quality and productivity issues to the operator **(and document it on the quality check sheet)**
13. Weigh and wrap finished pallets
14. Housekeeping of bag department including sweeping and emptying trash cans daily.
15. Perform other related duties as directed by the appropriate party, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
16. Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
17. Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.

### Qualifications

#### **MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent and/or 1 year of experience
- Basic computer skills
- Ability to do basic math
- Ability to read tape measure

#### **BASIC REQUIREMENTS:**

- Lift up to 50 pounds
- Stand for long periods on hard surfaces
- Available to work 12 hours shifts
- Perform in an environment that is not climate-controlled

**PURPOSE:** Support production and other shipping/receiving personnel and perform general warehouse functions.

**JOB DUTIES:**

- Safe operation **standup reach forklift**. Previous experience on Toyota or Raymond is a plus.
- Wrap finished pallets and make sure that they contain proper license tags for location in the warehouse.
- Stage materials for each department using inventory controls and pick lists.
- Previous experience in use of RF scanners.
- Ability to load and unload a truck.
- Keep your work area clean and free of debris.
- Perform other related duties as directed by the appropriate party.
- Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
- Cycle count and physical inventories as necessary.
- Ensure Good Manufacturing Practices (GMP) and Hazard Analysis Critical Control Point (HACCP) are being followed on a daily basis.
- Understand and follow safe work practices.

## Qualifications

**MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:**

- High school diploma or equivalent or 2 years of experience
- Basic computer skills
- Ability to do basic math

**ABILITIES REQUIRED:**

- Ability to lift to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to perform in an environment that is not climate-controlled

## Operate Press Brake Procedures:

- Ability to run a fully functional number control press brake set up sheet for assigned machine
- Perform more difficult bends and angles while understanding the working mechanics of standard (radius, angle, vee) tooling
- May require some set up with simple specifications
- Mathematically figure bend deductions, convert decimal/metric/fractions and figure flat pattern of parts containing 90-degree bends
- Use computer software to pull dimensions on specific parts or model files and understand customers supplied flat patterns (use these specific parts or model files to run variable bending conditions)
- Have working knowledge of electronic height gauge
- Ability to understand blueprint notes, apply notes and dimensions to the forming of a part
- File out process reject, and process change documentation
- Responsible for checking the end product to ensure it meets customer specifications and SPM quality standards. Raise quality issues to the next level if quality is compromised.
- Ensure you follow all SPM safety procedures associated with operating machinery, plant requirements and other safety regulations

## **Job Requirements:**

- High School diploma or equivalent
- 1+ years Press Brake Operator experience
- Blueprint reading
- Ability to work with minimum supervision
- Ability to follow verbal and written instructions

#### Operate Press Brake Procedures:

- Training operators on an ongoing basis to become set up operators
- Perform more technical, difficult and complicated bends and angles above what is usual skill and expertise in Press Brake (i.e. Maintain dimensions on square parts, multiple bends, radius and angles)
- Responsible for simple or complex set-ups for Press Brake machine to meet job expectations to include multiple heights
- Run a fully functional number control press brake set-up sheet for assigned machine
- Mathematically figure bend deductions, convert decimal/metric/fractions and figure flat pattern of parts containing 90-degree bends
- Use computer software supplied flat patterns and geometric tolerances (use these specific parts or model files to run variable bending conditions)
- Mathematically be able to figure intersect dimensions
- Working knowledge of tool/material testing, with accurate results and priority feedback
- Have working knowledge of manual Press Brake shears and of manual notcher to develop samples and modifications
- Responsible for checking the end product to ensure it meets customer specifications and SPM quality standards. Raise quality issues to the next level if quality is compromised
- Ensure to follow all SPM safety procedures associated with operating machinery, plant requirements and other safety regulations
- Ability to effectively read square, protractor and dial calipers on O.D./I.D. and intersect dimensions

#### Job Requirements:

- High School diploma or equivalent
- 3+ years Press Brake Set-up experience
- Blueprint reading
- Ability to work with minimum supervision
- Ability to follow verbal and written instructions