



REF / TITLE

P.D. 4.1.122
MACHINE ASSISTANT

BY / APPROVAL

Dean Smith

REV / DATE ISSUED

June 18, 2015

POSITION TITLE: Machine Assistant
REPORTS TO: Shift Supervisor
IMMEDIATE SUBORDINATES:

FLSA: Non-Exempt

POSITION SUMMARY: Performs manual and machine operator tasks in the set-up, maintenance (to be determined) and assists in the operation of equipment.

ESSENTIAL FUNCTIONS:

- Read instructions from the current work instructions.
- Mechanical workings helpful
- Assist in the set up jobs according to general specifications, or modify if necessary.
- Responsible for quality of work.
- Assist in operation of the machine in accordance with job orders and operating procedures.
- Initiate action to prevent problems, document quality problems, contribute solutions to problems, verify implementation of solutions and control further processing when a problem is identified.
- Respect and conform to all accepted safe work practices and standards.
- Attend ongoing in-house quality education classes.
- Assists with training.

OTHER RESPONSIBILITIES

- Keep work area clean and well organized.
- Perform other duties as requested.



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- Ability to learn and adapt to changes.

EDUCATION AND EXPERIENCE REQUIRED: Speak, read, write English and have math skills all at 10th grade level and / or related work experience.

SKILLS AND PHYSICAL REQUIREMENTS: Must be able to stand for 8 to 10 hours per day and to withstand noisy conditions. Must have the ability to lift up to 75 lbs. and push and pull loads up to 100 lbs. Must have good hand to eye coordination. Ability to use a pallet jack, weigh scale. Must have the ability to work well with others in a team environment, and to work well under pressure to meet tight deadlines. Must be willing and able to obtain forklift certification.

Employee name: [Print]

Signature

Date:

Approved by: [Print]

Signature

Date: