**Job Title:** Machine Operator

**Our company expects all team members to uphold our core values of Respect, Accountability, Continuous Improvement, Teamwork and Ethics.**

**Safety** Practice Safety First- Physical, Intellectual, and Emotional - Always!

**Teamwork** Offer help, ask for help, and leverage the strength of our diverse and inclusive team

**Respect** Treat others as you would like to be treated

**Accountability** Take responsibility for your actions and your words

**Continuous Improvement** Take initiative and strive to do better

**Ethical Behavior** Follow our Code of Ethics and meet our high standard of professional behavior

**Considerations:** We are converting adhesives into forms that require a creativity and patience as there is as much art as there is science in our process.

**Full Time:** Monday through Friday 7:00 am to 3:30 pm, OT on evenings and weekends as needed

**Reports to:** Operations Manager

**Responsibilities:**

* Safely Set up, start, adjust, operate and change over machines that form and shape adhesives
* Running two machines concurrently
* Running reports and working closely and responsively with sales, customer service and other departments as needed to meet customer expectations and our commitments
* Monitoring own work to ensure a quality product that meets all customer and company requirements
* Maintaining a clean work space individually and all community areas
* Understanding and optimizing up time, rates, quality and yield including process improvements
* Accurately completing daily reports including cycle time, daily production, scrap and packaging, quantities, size, date, type of products, and lot numbers
* Performing general preventative maintenance, trouble shooting and minor repairs on equipment. If unsuccessful in making repairs, notifies supervisor and/or maintenance for assistance
* Training employees on equipment and participate in cross-training program as instructed
* Participating and contribute to our quality management system
* Adhering to all company policies and procedures
* Performing other duties as assigned

**Safety:**

* Safety minded at all times
* Follow all safety rules
* Keeps work area clean.
* Use Personal Protective Equipment (PPE) as necessary for task at hand
* Report any unsafe work practices, injuries, or quality issues to your supervisor
* LOTO (lock out, tag out)

**Communication:**

* Bi-lingual is helpful but not a requirement
* Ability to communicate effectively with coworkers
* Ability to read and understand basic English

**Tools Used:**

* Must be able to use safely and properly use inspection and measuring tools including and not limited to gauges, rulers, tape measures, scales, calculator, thermometer/pyrometers, hoists, micrometers/calipers, tachometer, volt/multi-meter, hand tools including but not limited to utility knife, hammer, screwdriver and wrenches.

**Skills:**

* Basic Mechanical aptitude for daily maintenance, troubleshooting and repair
* Basic computer skills, Microsoft Office products emphasis on Outlook and Excel
* Basic math including addition, subtraction, multiplication and division with and without a calculator
* Lift up to 35 pounds
* Climb stairs and work from an elevated platform
* Bend, stoop, push, pull, grasp, reach, kneel, twist frequently during the shift
* Walk frequently within department, and ability to stand during the entire production shift
* Drive a forklift is a must along with other material handling duties. (Ability to learn)
* Use time efficiently
* Detail, process, and goal oriented
* Work efficiently in a fast paced, multi-tasking environment
* Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well in group problem solving situations

**Benefits**

* Two fifteen-minute paid breaks per day
* 10 paid holidays
* Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
* 401k, 3% employer match

**Requirements**

* High school diploma or equivalent

Work is performed indoors, temperatures can range from 55 F to 95 F. Frequent exposure to the smell of different molten adhesive formulas.

Salary is commensurate with experience

Must be able to pass background check and drug screen