

Job Title: Machine Operator

Position Classification: Hourly

Job Summary: The Machine Operator will cut or slice foam to customer specifications.

Qualifications, Knowledge, Education & Experience:

Must be at least 18 years of age to perform this job. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- At the beginning of each shift, report to the lead person to determine what needs to be cut or slit.
- Check all tags and measure each block before cutting to determine correct sizes.
- Assist unloading machines when needed.
- After cutting or slicing, re-measure to ensure proper size according to the ticket.
- Assist others in pulling blocks from the wall that can be used.
- If placing blocks on the wall, ensure they are marked with size and proper foam type.
- Change blades as needed -proper gloves required. Perform other duties as requested
Practice good safety techniques
- Maintain good housekeeping practices in shipping area
- Must be able to cut foam using spec sheets.
- Must be able to run and operate all machines in the department.
- Must be able to fill in for any job required.
Must continue to cross train as new machines come in.
- Must be able to train new employees on any job as needed.

Education:

- High School diploma or GED equivalent required; or equivalent combination of education and experience.

Experience:

- Computer skills, must be able to read a tape measure

Knowledge, Skills, and Abilities:

- **Attendance/Punctuality** - Is consistently at work and on time.
- **Quality** - Demonstrates accuracy and thoroughness; maintains a clean and organized work environment.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- **Safety** - Observes all safety procedures and policies; Reports potentially unsafe conditions to supervisor; Uses equipment and materials properly.
- Good attention to detail.
- Able to work accurately from verbal and written instructions.

This description is a general statement of required major duties and responsibilities performed on a regular and continual basis. It does not exclude other duties that may be assigned.

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