

Job Title: Machine Operator, Slitting

FLSA Status: Hourly, Non-Exempt

Location: Bolingbrook, IL

Department: Production, Slitting

Reporting to: Manager, Production

Direct Reports: none

Job Summary:

Efficiently and safely produce the requested product to specification with the goal of providing an optimal product to the customer as required.

Responsibilities:

- Set-up, adjust and operate slitting machine to specified instructions and tolerances after completing the appropriate training sessions.
- Request production overviews to ensure equipment is configured properly and the correct product is produced to customer specifications
- Move and change rolls from the machine as necessary
- Ensure product quality by following job traveler and quality plan requirement using applicable measurement devices and test methods.
- Properly scan in work orders and issues materials into ERP
- Package and label products according to packaging and job traveler requirement.
- Follow all safety and quality procedures as set forth by the company
- Monitor equipment for unsafe conditions and notify Management of any problems.
- Maintain a clean and orderly workstation
- Other duties as assigned

Requirements:

- Maintain positive and respectful attitude, with the ability to work independently and as part of a team
- High school diploma, General Education Degree (G.E.D.) or equivalent experience
- Gain understanding of the slitting process including the capability of the equipment.
- Be physically capable of handling heavier materials with the proper lifting devices
- Basic arithmetic skills (addition, subtraction, multiplication and division) along with the use of a calculator.
- Complete understanding and use of the ruler and other measuring devices.
- Read, comprehend, and follow written instructions in English.

Physical Demands and Working Conditions

- Manufacturing environment, with varying temperatures.
- Ability to lift 50 lbs.
- Ability to stand for long periods of time.
- Fast paced environment, closely interacting with teammates.
- Ability to work overtime and weekends as needed.

The job description is not an exhaustive listing of all responsibilities and may be revised at any time.