

ASPEN PRODUCTS, INC.

Job Description Form

Division/Department:	Production	
Location:	ALL	
Job Title:	Peerless Plate Machine Operator	
Reports to:	Various	Title: Production Supervisor
Back-Up Position:	N/A	

Level/Grade: Entry-Level	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

- Operates the Peerless Plate machines in a safe and efficient manner
- Loads and unloads the appropriate paper for each job
- Maintains and monitors the plate machines while making approved repairs/adjustments, checking for loose or missing parts, etc.
- Performs daily safety and compliance checks on machines
- Promptly reports all issues to the foreman or supervisor

JOB DUTIES AND PHYSICAL REQUIREMENTS

- Knows all safety features of the Peerless Plate machine and operates it in a safe manner
- Ensures that the machine is always producing a quality product
- Identifies, troubleshoots, and corrects issues when the machine is NOT producing a quality product
- Operates machine efficiently in accordance with training and applicable company policies while working diligently to meet customer demands/requirements
- Maintains a clean work area free of debris and slip hazards
- Can climb up/down ladders, moving/loading large rolls of paper, and lifting/carrying a minimum of 50lbs independently and regularly throughout the shift
- Wears hard-soled leather work boots that cover the entire foot and ankle
- Provides own tools- see current required tool list
- Performs other duties as assigned
- Understand role in LOTO
- Responsible for Food Safety, HACCP, GMP's and Food Defense protocol and shall be competent and have appropriate education, training, skills and experience. Along with Quality Workmanship, producing quality products.

WORK EXPERIENCE REQUIREMENTS

- Proven mechanical ability
- Excellent communication skills required
- Must be quality-minded
- Previous mechanical and/or manufacturing experience preferred

EDUCATION REQUIREMENTS

- High school diploma or GED

REVIEWED BY:	TITLE:
APPROVED BY:	TITLE:
DATE POSTED:	

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DATE HIRED:		