

# Material Handler/Utility Daily Job Duties

- **Safety First**
  - Hard sole leather boots that cover the entire foot and ankle
  - Ear plugs
  - Safety glasses
- **Receive schedule and review with leadership**
  - What machines are converting on shift?
  - What raw material will be consumed on shift?
  - What raw material will need removed from Production floor?
- **Inspect forklift and/or clamp truck. Turn in inspection sheet by timeclock**
- **Walkthrough – Start of Shift**
  - Production
    - What raw material will need removed from floor?
    - What raw material will need added to floor?
  - Roll stock area
    - All rolls have cores in both ends, labeled, taped, upright, and safely stacked in proper location at start of shift?
    - All scrap and core plugs removed at start of shift?
    - If no, report to supervisor immediately
  - Box area
    - Box area clean and in order at start of shift?
    - Report any damage to supervisor immediately
- **Production – throughout shift**
  - Pull completed pallets (stretch wrapped) at Lines 1 & 2 and Line 3 & 4 stretch wrapper to finished goods holding area located to the right of the horizontal baler
  - Remove bags, boxes, and rolls that are not in use.
    - Bags
      - ❖ Must have completed returned inspection label attached
      - ❖ Place in bag return area to the left of horizontal baler
    - Boxes
      - ❖ Must have completed returned inspection label attached
      - ❖ Place in box return area to the left of horizontal baler
    - Proper return of rolls
      - ❖ Must have core plugs properly inserted on both sides of roll
      - ❖ Bowl and lacquer rolls must be securely taped and labeled properly on the outside with marker. Example: GVR20oz, 14pt Lacquer, DGR12oz
      - ❖ Safely place in roll stock area
        - Rolls must have core plugs properly inserted on both sides
        - Rolls are taped and labeled properly
        - Rolls must be stacked safely in labeled area
        - Rolls must not be laying on side
  - All lines must have correct rolls, bags, and boxes according to the schedule. Butt rolls must be used first.
  - Help in Production when needed
- **Walkthrough – End of Shift**

Inspected For Return By:

Floor Leader: \_\_\_\_\_

Product Code: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Time: \_\_\_\_\_

Shift: \_\_\_\_\_



# Material Handler/Utility Daily Job Duties

- Production
  - Removed raw material not in use when changeover was completed
  - Set up incoming shift with raw material needed at next changeover if necessary
- Roll stock area
  - All rolls have cores in both ends, labeled, taped, upright, and safely stacked in proper location at end of shift?
  - All scrap and core plugs removed by end of shift?
  - If no, report to supervisor immediately
- Box area
  - Box area clean and in order at end of shift?
  - Report any damage to supervisor immediately

