
Reel Assembler/Material Handler

DATE:	2020	GRADE:	Hourly
POSITION:	Reel Assembler /Material Handler	DEPT:	Weatherstripping
CLASS:	Full Time	REPORTS TO:	Shift Supervisor

BASIC FUNCTION:

This entry level position is responsible for the safe and efficient operation of the equipment and process utilized in the conversion of bulk yarn for the production of quality weather stripping for customers in the window and door manufacturing industry. This person will be responsible for making reels, moving and staging all raw materials at weather strip machines & collecting/sorting rework yarn from weather strip machines. Conversion of bulk yarn per standard work. Housekeeping of Backwind area, Raw materials area, and general work area.

WORKS PRIMARILY WITH

- Yarn winders/weather strip operators
- Receives direction and objectives from shift supervisor

OPPORTUNITY

- Potential for advancement to entry level operator / yarn operator

PROFICIENCY IN:

- Self motivation
- Self direction
- Communications skills
- Time management / organization skills
- Flexibility in changing work priorities
- Adapting to change

PRIMARY DUTIES AND RESPONSIBILITIES:

Material Handling:

- Putting reels together for weather strip product
- Gathering material to produce reels
- Pulling needed materials from raw goods department and distributing for production
- Aligning resources for smooth production on assigned shift
- Collecting /Sorting rework
- Operation of yarn winders
- Housekeeping
- Other duties as assigned

Safety:

- Abides by all safety precautions for department
- Identifies maintenance need for equipment / practices to reduce potential for injury
- Maintains good housekeeping practices

EDUCATION AND/OR EXPERIENCE:

- High School diploma or equivalent preferred. Prior material handling experiences desired

PHYSICAN DEMANDS/WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to stand, walk, stoop/squat, climb stairs; use hands, reach with hands and arms, and talk and hear. The employee must frequently lift/or move up to a maximum of 50 pounds. The noise level in the work environment is usually loud.

ULTRAFAB^{INC}

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Employee signature

Date