

Machine Operator 1

PRIMARY RESPONSIBILITIES

- **Material Handling:**
 - Primarily works with yarn winders and weather strip
 - Receives direction and objectives from shift supervisor
 - 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
- **Safety:**
 - Abides by all safety precautions for department
 - Identifies maintenance need for equipment / practices to reduce potential for injury
 - Maintains good housekeeping practices
- **Quality:**
 - Performs all quality inspections in accordance with standard work instructions.
 - Ensures product is within specification tolerances.
 - Completes inspection audit sheet or charting requirements.
 - Informs technician of quality issues on the production lines.
- **Productivity:**
 - Follows standard work for light priorities.
 - Notifies area technician of issues with the production lines to ensure prompt resolution.
- **Replenishes raw material supply on machines:**
 - Retrieves yarn
 - Retrieves fin
 - Returns empty fin reels
 - Replaces and ties in new yarn cones
 - Replaces and splices new fin reels
 - Replaces and splices new backing reels
 - Make up corrugated shipping boxes or packaging materials.
- **Removes finished product:**
 - Removes full product reels from the winder.
 - Places empty product reels on winder.
 - Resets product footage counters
 - Print out labels from inventory system and place appropriate labels on reels
 - Performs quality inspection on full reels.
 - Places full reels into proper shipping cartons
 - Labels, scans and tapes full shipping cartons
 - Stacks full shipping cartons on pallets
 - Using pallet jack, move full skids of product to pick up staging area.
- **Adjusts machines:**
 - Adjusts fin guide to assure proper fin alignment

- o Ties in and threads yarn from turret through nose cone
- o Adjusts fin tension
- o Adjusts product winders for proper traverse of wands
- o Adjusts and resets main slitter
- **Performs minor repairs:**
 - o Welds broken wires
 - o Clears machine jams
 - o Cleans residue from band wheels
 - o Removes loose yarn from shafts
- **Records problems**
 - o Records time and reason when machine is out of operation
 - o Records time when machine is back on line
 - o Record repairs needed to machine
 - o Record amount and reason for scrap
- **Inventories supplies**
 - o Retrieves yarn
 - o Retrieves fin
 - o Returns empty fin reels to fin slitting department
- **Housekeeping:**
 - o Wipes grease form machines
 - o Wipes oil and grease spots from floor
 - o Sweeps floor in machine area and main aisle
 - o Empties trash containers in machine area
- Other duties as assigned

MEASUREMENT AREAS

- Housekeeping of responsible area and machinery
- Quality products
- Documentation accuracy
- Preparedness and Organization
- Productivity (Personal and Machinery)

EDUCATION AND/OR EXPERIENCE

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

PHYSICAL 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.