

CORTLAND PLASTICS INTERNATIONAL
JOB DESCRIPTION

JOB TITLE: *Machine Operator* **STATUS:** *Non-Exempt*
DEPARTMENT: *Operations* **REPORT TO:** *Shift Managers*
REVISED: *DSK 2/1/07* **APPROVED:** *PD*

JOB SUMMARY:

To provide operational management the process capability/support to all areas of manufacturing by assisting in finished goods and raw material movements, visual product inspections, dimensional product inspections, release of product, hold of product, packaging of finished goods, and general up keep of the operational and or warehouse areas.

ESSENTIAL JOB FUNCTIONS:

- 50% The packaging of finished goods.*
- 20% Movement of finished goods and raw materials.*
- 10% Perform Quality Assurance Visual and Dimensional Inspections.*
- 10% Release and or Hold for finished goods and raw materials.*
- 5% Perform line clears (purge) as required.*
- 5% Maintain cleanliness of work and warehouse areas.*

KNOWLEDGE, SKILLS AND ABILITIES:

- Contribute to the overall success of the company by performing all assigned Responsibilities in a professional, timely, and efficient manner*

QUALIFICATION STANDARDS:

High School diploma or equivalent, 2 years experience in plastics or related manufacturing field. Working knowledge of computers and especially Excel and Word.

Equivalent combinations of education and/or experience will be considered.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory experience, however, this position could temporarily fill in for the Shift Manager when on vacation or not at Cortland Plastics International.

EMPLOYER'S DISCLAIMER:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.