

Job Details	Job Title	Machine Operators	Department	Coating/Converting
	Exemption Status	Exempt	Report to	Plant Manager
Job Objective	In a manufacturing role, you will be working on our coating machines or converting machines. These positions require extreme accuracy in calculation and measurement and mechanical aptitude. Candidates for the coating machine will share responsibilities as part of a team, while converting machine operators work more independently, all with the goal of maintaining the highest level of quality and quantity of production and on-time delivery.			
Schedules	Day Shift Coating	5:30 am – 5:30 pm		
	Night Shift Coating	5:30 pm – 5:30 am		
	Day Shift Converting	6:30 am – 3:00 pm		
	2nd Shift Converting	3:00 pm – 11:30 pm		

Duties & Responsibilities

For Coating:

- Operate all coating activities, including set-up machine and feed adhesive to coater via reservoir.
- Observe machine and equipment operation to detect defects.
- Perform proper cleaning and maintenance of equipment.
- Operate forklift/ hand truck to lift and move pallets with drums and/or rolls.
- Assist production as a material handler: load, unload, and move materials, part or products manually or by mechanized means within or near plant, in warehouse or vehicle.
- Perform a variety of other warehouse tasks. If needed, install strapping, bracing, or padding to prevent shifting or damage in transit, using hand tools.
- Load each end of the machine with raw materials.
- Read work order, shipping order, or follow verbal instructions.
- Deliver production items to designated work areas for processing.
- Deliver processed units to storage or for the next stage of processing. Stack processed items in warehouse

For Converting:

- Handle or assist all aspects of the machine's daily production including loading, unloading, and moving materials, parts or products manually or by mechanized means within or near plant, in warehouse or vehicle.
- Set up machines, operate different kinds of machines to convert tapes into various dimensions while maintaining high standard of quality and production speed.
- Check inputs to spot any material-related mistakes and feed raw materials or parts manually to converting machines.
- Able to define problems/bugs in the system and inform supervisor timely and appropriately during the shift
- Maintain cleanliness in designated work area throughout shift
- Follow verbal instructions from supervisors and written instructions, perform necessary finishing functions
- Measure tape quality characteristics, such as wall thickness, adhesion, length, etc.
- Inspect during the process with precision and measuring tool/equipment
- Observe machine and equipment operation to detect defects
- Check output to spot any machine-related mistakes or flaws
- Deliver the finished products to designated work areas for next stage of processing

Minimum Requirement**Experience Requirement**

- Prior experience preferred but most important is a willingness and enthusiasm to learn. We can train you to use our equipment to ensure a safe work environment for yourself, your colleagues, and our facility.