



Machine Operator Job Description

GENERAL DESCRIPTION

An hourly position with knowledge and skill in operating department machines and equipment. Machine Operators have an understanding of machine operation, tool changeover, operator maintenance functions, and material handling to run the machines throughout the department.

REQUIRED QUALIFICATIONS AND SKILLS

- Demonstrated knowledge and skills with machines used in the department
- High school education or equivalent
- Fluent in reading and writing English
- Employee is expected to have the ability to read blueprints and have a competence level of the highest standards of KWS quality
- Able to read and understand fractions and decimals
- Work efficiently and productively
- Pass a physical capabilities test
- Demonstrate the ability to safely and efficiently operate material handling equipment in support of the department

DUTIES

- Employee has a comprehensive understanding of the machine(s) being operated and required support equipment
- Employee is capable of setting machines correctly using procedures and in compliance with all safety practices
- Employee must follow shop drawings and prints; they are responsible to report any conflicting or undocumented information on the drawings immediately
- Identify department process issues, develop suggestions and solutions
- Inspect materials before use
- Inspect product after completion and complete paperwork as required
- Notify Supervisor or lead man of material, product, or process deficiencies
- Make improvement suggestions
- Help others with learning the correct and safe operation of equipment
- Employee is expected to be on time and at the work station when the shift starts
- Other activities as necessary to support the department