



"Your Source For Packaging, Shipping & Safety Supplies"

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## Position Description: Converting Machine Operator

### SUMMARY

The above role's primary responsibilities are to operate special purpose machines to manufacture stretch film and stretch film products, tapes or operate any manufacturing equipment the company purchases.

### PRIMARY RESPONSIBILITIES

- Set up and operate equipment to produce orders within specifications.
- Perform quality checks and examine product for defects (cuts, folds, alignment, and performance) to ensure customer satisfaction.
- Unload and load materials by hand; handle and box finished rolls.
- Must wear PPE and adhere to all safety rules.
- Communicate with the supervisor regarding finished work-order, job change, machine issues, quality issues etc.
- Accurately report production numbers to supervisor.
- Must be able to work with devices to measure gauge, micron, inch, foot, yard, meter and others.

### Requirements:

- Must be able to work the scheduled shifts and required overtime.
- Employee must have basic math skills. Must be able to read and adhere to production orders.
- Responsible for maintaining a well-organized area in compliance with all company policies.
- This position requires operator to handle 30 pounds for loading the machine, packing finished products, palletizing products.
- General housekeeping of work area during shift.
- Must be able to work in a fast-paced environment.
- Satisfy the requirements of pre-employment IPCS, Drug and Background screening.
- Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Exempt or Non-Exempt:**

Non-Exempt

**Reporting to:**

Supervisor

**Pay Rate:**

Pay Grade 1

**Hours Worked/Overtime:**

Scheduled shifts (36/48) other overtime with prior manager approval.

**Bonus Details**

**Quarterly SMART Goals**



#### Manufacturing Plant:

6075 Cochran Rd. Solon, OH 44139

#### Corporate Headquarters & Manufacturing:

6200 Cochran Rd. Solon, OH 44139

#### Other Locations:

500 Shotgun Rd. Sunrise, FL 33326  
1395 E. Irving Park Rd., IL 60510