



JOB DESCRIPTION: MACHINE OPERATOR

Classification: NON-EXEMPT – Hourly

Reports to: Line Manager

SUMMARY/OBJECTIVE

The machine operator is responsible for setup of line equipment and operation in a production environment. This position includes multiple tasks that require good manufacturing practices and timely delivery to customers. The individual must be able to communicate production status, communicate problems to proper personnel, and understand how it affects other aspects of the operation. This position requires proper documentation of material usage and down time.

- Follow company packing procedures and standards
- Handle inventory with care and attention to detail
- Adhere to safety programs and OSHA compliance for a safe work environment
- Follow company safety policies and procedures, and encourage other associates to do the same
- Maintains a clean, safe, and orderly work area

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Setup, load, start, adjust process variables, diagnose, troubleshoot, and properly shut down process equipment in accordance with published production schedules and product specifications.
- Follow prescribed methods for machine operation insuring the highest level of machine efficiency and product yield.
- Operate production machinery per established production needs/requirements while inspecting finished products for quality.
- Assist inspectors, packers and material handlers as needed.
- Perform minor maintenance functions on the production equipment, or notifying maintenance, to ensure that the process machinery can meet production levels.
- Notify shift supervisor and/or production manager of significant deviations from normal operating conditions.
- Maintain accurate production documentation as required.
- Maintain a clean working environment ensuring that there is no debris on the floor and that all tools and equipment are stored in proper location.
- Observe all safety rules and procedures while performing duties.
- Perform other work-related duties as assigned.



Date: 01/12/2022

COMPETENCIES

- Attention to detail; being careful and thorough in completing work tasks
- Methodical: detailed and organized
- Analytical: uses logic and reasoning to evaluate situations
- Goal Oriented: drives the line to achieve production targets
- Efficient: sense of efficiency and proactive in finding lower cost methods
- Initiative: takes initiative to find efficient methods

WORK ENVIRONMENT

This job operates in a manufacturing environment with exposure to chemicals and fragrances.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to:

- Sufficient respiratory capacity to tolerate protracted use of artificial breathing apparatus
- Prolonged periods working on feet, using tools, and performing repetitive actions that entail frequent bending and stooping
- Lift and carry 30 pounds
- Visual acuity to read instructions, operate machines, and inspect materials produced

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position based on applicable shift – 1st, 2nd, or 3rd.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or equivalent.
- Must be at least 18 years of age.
- Minimum 1 to 5 years in experience working in a warehousing, manufacturing, or industrial environment.
- Prior machine operator experience is preferred.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.



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