

JOB DESCRIPTION

Position: Set Up Trainee
Department: Production
Location: Addison
Shift: First
Reports to: Shift Supervisor/Foreman

Full Time:
FLSA: Non-Exempt/Hourly
Employee Name: _____

SUMMARY

Responsible for all aspects of Set up operation in the production areas by setting up equipment properly i.e. Setting up molds, changing colors, production materials, filling bins, making boxes, staging empty skids, moving completed production etc. efficiently, and in a timely manner.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability to read and write English at an appropriate level to correctly perform essential duties of the job.
- Ability to communicate any problems with the machine, material, product, or safety to an appropriate Blackhawk representative.
- Ability to run production equipment and complete related documentation.
- Ability to operate forklift & pallet jack.
- Ability to set mold into press using a lift truck.
- Ability to properly install all associated equipment for production demands.
- Ability to look up and document set up equipment that needs to be ordered via purchasing requisition.
- Ability to understand and use/operate the appropriate tools to secure the mold and all of its accessories properly.
- Ability to gather samples, perform checks for quality and coordinate with Q.A. and tech staff on quality issues.
- Ability to maintain all production (including related raw materials) and assembly inventory using "FIFO" system (first in first out).
- Ability to inspect pallets for proper labeling and take finished product to shipping.
- Ability to maintain all operators with supplies as needed.
- Ability to follow all HACCP and SQF policies and procedures.
- Ability to perform all of the above under the given Physical Demands and Work Environment detail below.

NON-ESSENTIAL DUTIES & RESPONSIBILITIES

- Ability to provide housekeeping.
- Ability to monitor all equipment.
- Ability to maintain a clean and safe work environment.
- Ability to assist other employees in the department as required and as time permits.
- Ability to train new department employees when requested.

SUPERVISORY RESPONSIBILITIES

- Not applicable.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

N/A

Language and Mathematical Skills requirement

Ability to comprehend instructions and work with production reports. Ability to effectively communicate in English (See Essential Duty Number One) with other employees of the organization. Basic computer and math skills required.

Certificates, Licenses, Registration's requirement

Requires the ability to obtain and maintain a forklift operator's license.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to finger, handle or touch objects, tools, or controls and stand. The employee is frequently required to walk, talk or hear. The employee must occasionally sit, reach above the shoulders, climb or balance, stoop, kneel, crouch or crawl, or smell. The employee must frequently lift and/or move up to 50 pounds. The employee must occasionally move up to several hundred pounds. Specific vision abilities required by this job include close vision and distance vision, peripheral vision, depth perception, and color acuity. The work environment is a production environment with a loud noise level. In addition, not all work areas are temperature controlled. At times, the work environment may be significantly above 70 degrees Fahrenheit or significantly below 70 degrees Fahrenheit. Personal protective equipment is available and in some instances required.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to work in high, precarious places.

Employee Signature

Date