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| Department: | **Production** |
| Reports To: | **Production Lead** | FLSA Status: | **Non-Exempt** |
| Employee Type: | **Full Time** |
| Prepared By: | **David Carty** |

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| Approved By: | **Eduardo Q. Java Jr.** | **Date Approved** |  |
| Reviewed By Human Resources: | **Isabel Peruyera** |

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| Job Description |
| * **SUMMARY:**
* Material handler is responsible for storing, moving and handling raw material for the production department. As material handler you will maintain all material/color changes at the machines. This includes the proper removal and labeling of materials for completed jobs, the cleaning of hoppers, dryers, loaders, and hoses associated with the job as well as the loading of the next material and proper labeling of the material. The material handler must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
* **MAJOR DUTIES AND RESPONSIBILITIES:**
	+ Follow safety requirements and participate in the safety training program.
	+ Prepares materials for use in molding operations.
	+ Verifies proper material drying conditions, dryer size, correct color-coded hoses, temperature and time required.
	+ Monitors material used during operations to ensure uninterrupted supply.
	+ Loading molding machine hoppers and color feeders.
	+ Maintains proper levels of both virgin and virgin/regrind mixed materials at the machines or inside the dryer hoppers.
	+ Responsible for proper label identification on all barrels, bags, drums and gaylords. Also, responsible for making sure that all machines are properly labeled with material identification.
	+ Responsible for all material/color changes at the machines. This includes the proper removal and labeling of materials for completed jobs, the cleaning of hoppers, dryers, loaders, and hoses associated with the job as well as the loading of the next material and proper labeling of the material.
	+ Responsible for properly storing materials staged for production and the return of used materials to designated areas in the warehouse.
	+ Must maintain all materials; covered and properly identified.
	+ Material grinding and runners/parts disposal.
	+ Must follow all safety procedures when working in and around a grinder. Grinders must be unplugged before reaching inside the cutter chamber.
	+ All grinders must be must be labeled with correct material identification.
	+ Ensures proper usage of regrind when used back.
	+ Responsible for the removal of all runners and parts from the machines when grinding is not taking place. All runners and parts will be sorted according to material type and color and placed in a designated area.
	+ Responsible for cleaning grinder when changing material types and/or colors.
	+ Responsible for scrapping non-conforming or regrind production.
	+ Responsible for moving material gaylords or barrels with pallet jacks to assigned machine or warehouse area.
* **HOUSEKEEPING**:
	+ Floors inside the general molding room are to be kept clean. This includes any parts, runners, regrind, oil or water that may be on the floor.
	+ Floors in the material staging areas are to be kept clean and free of any materials that may spill.
	+ All empty gaylords must be broken down inside the building and emptied of contents; from there, the gaylords will be moved to the designated storage area; clean any material from the floor that comes from the gaylord.
	+ Parts/runner storage area is to be kept clean of all debris that falls to the ground.
	+ The cardboard and gaylord storage area is to be kept neat and clean always.
	+ All mops, buckets, and brooms must be kept in the proper storage location at all the times.
	+ All used water from the buckets is to be disposed of properly.
	+ Responsible for trash removal at the beginning, during and at the end of the shift from inside the general molding area. Cardboard is not to be discarded inside trash receptacles. Cardboard is sorted and neatly stacked in a designated area for recycling.
	+ Remove purged material from machines.
	+ Provide proper bags to each machine.
* **OTHER DUTIES:**
	+ Performs other duties as assigned by management.

***The preceding functions have been provided examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind work assignments and to make reasonable accommodations as needed.**** **QUALIFICATIONS**:
* Ability to understand Good Manufacturing Practices (GMP) and Good Documentation Practices (GDP).
* Must comply with all safety regulations and practices.
* Ability to follow written and verbal instructions accurately.
* Must be a team player.
* Basic computer skills and knowledge in IQMS system.
* Forklift experience is a plus.
* Good manual dexterity.
* Ability to pay close attention to details.
* Willing to submit background/ drug test.
* Computer knowledge (Excel, Word, etc.)
* IQMS knowledge a plus
* **SUPERVISORY RESPONSIBILITIES**:
* This job has no supervisory responsibilities.
* **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.
	+ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
	+ While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle or feel, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.
	+ The employee must frequently physically lift, move and/or pull up to 50 pounds.
	+ The employee is also required to push, move and maneuver jack pallets/ gaylords with material weighing more than 300 pounds with assistance (make sure to ask a co-worker for help).
	+ Specific vision abilities required by this job include close vision, farsighted vision, color vision, peripheral vision, depth perception and ability to adjust focus.
* **EDUCATION AND/OR EXPERIENCE:**
* High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
* Forklift driving experience is a plus.
* **DECISION MAKING:**
* Ability to apply common sense understanding to carry out detailed written or oral instructions.
* Ability to deal with problems involving a few concrete variables in standardized situations.
* **MATHEMATICAL SKILLS:**
* Basic math skills: subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals and percentage.
* **COMMUNICATION:**
* Must speak, read, and write English, bilingual is a plus.
* Ability to read and interpret documents such as safety rules, SOP’s, works instructions, and procedures.
* Ability to speak effectively with co-workers, auditors, and customers.
* Must be able to communicate well with management and fellow employees.
* **WORK ENVIRONMENT:**
* The work environment characteristics described here are a representative of those an employee encounters while performing the essential functions of this job.
* While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts.
* The noise level in the work environment is usually loud.

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.******I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Company in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Company is at-will meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work.***Employee Print Name: **­­­**Employee Signature:  **­­­­** Date: |