SHEETER OPERATOR
Position Description

Department: Plant  Reports To: Shift Supervisor - Sheeter
Job Type: Hourly  Job Status: Full time
FLSA Status: Non-exempt  Grade Level: $14 - $22.00 per hour
Supervises: None  Travel Required: None
Work Schedule: (Varies by machine and business needs)

JOB SUMMARY
Run the Sheeter machine and provide basic adjustments to the product as needed. Has knowledge of different types of product/paper that is run on the Sheeter machine. Set up and operate the Sheeters to uphold quality per customer specifications in a timely manner to meet deadlines. Responsible for the quality of the product and does quality inspection checks. Follow all safety procedures, understand all safety equipment and adhere to the company safety policies and procedures. Also maintain the Sheeters to include general maintenance, cleaning and trouble-shooting.

Essential Duties and Responsibilities
1. Perform Sheeter machine set up to ensure the quality and efficiency of material being processed and ensure the continual operation of the machine.
2. Must be familiar with the basic machine functions in order to meet production deadlines.
3. First line of quality control; detect and report defective materials or questionable conditions. Follow the Standard Operating Procedure to report any problems with the beginning or ending product. Make any necessary adjustments to correct the situation.
4. Maintain the work area and equipment in a clean, orderly condition and follow the prescribed safety regulations.
5. Perform prescribed preventative maintenance on sheeter machine as required.

Other Functions
1. Use of different type of tools and equipment: forklifts, clamps and hand lifts, measuring devices, various hand tools, dial indicators and compactors.
2. Must be able to work independently.
3. Daily contact with co-workers, management, third party vendors and customers requiring courtesy, discretion and sound judgment. Understand they are a representative of the employer.
4. Required to perform all other duties as requested, directed or assigned.

Required Minimum Qualifications
Education and Experience:
– High School Diploma or GED equivalent
– A minimum of three (3) years of light manufacturing experience
– Ability to work a flexible work schedule based on need and schedules
– Initial forklift certification and renewal every 3 years

Job Knowledge, Skills and Abilities
K: Thorough knowledge of the company’s product and the machines used to run the product
  Basic computer knowledge
  Full understanding of company’s safety procedures and policies
S: Basic math and measuring skills
  Skill in operation of company tools and equipment
  Excellent communication and customer service skills
  Organizational, problem solving and conflict resolution skills
  Basic machine maintenance skills/trouble-shooting skills
A: Ability to think and react quickly, ability to manage multiple priorities
  Ability to make independent judgments which have moderate impacts on the organization
  Ability to balance and achieve positive results in the areas of safety, quality, productivity and cost

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