

	SPENCER PLASTICS, INC. Job Description Production Operator/Mold Setter	Page 1
Department: Production		Revision date: 04/23/10

General Responsibility

- Set up, operate, and tend to more than one plastic injection molding press, empty bins sort parts and complete quality checks as required by customer, box, weigh and ship products per customer orders.

Essential Duties and Responsibilities

- Carry valid fork truck operators license, be willing to obtain/renew fork truck operators license
- Identify and deliver or route materials to presses using work devices such as hand truck or fork truck
- Identify material and mix appropriately when called for
- Initiate start up press procedures including proper water temperatures
- Ability to retrieve proper program and modify parameters when necessary
- Install molds into press meeting all safety requirements
- Connect all hoses to tool and raw materials
- Remove molds from press when production run finished
- Observe machine operation to detect part defects or machine malfunctions; adjust machines as necessary
- Perform visual quality checks of parts at the press notifying the Quality Assurance Manager of any discrepancy
- Complete Machine Process Monitoring Log
- Assemble parts
- Box, weigh and label parts for shipping or inventory
- Load and Unload Freight trucks completing appropriate paperwork
- Record incoming materials in receiving log
- Conduct moisture analysis of incoming plastic material
- Empty bins, sort and trim parts when necessary
- Operate Blender for preparing Virgin and Re grind material

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- Perform other assigned duties as requested by management

Education and Experience

- Associate's degree or equivalent from two-year college or technical school preferred
- Minimum one year experience

Physical Demands

- Daily lifting of boxes weighing up to 50 pounds
- Occasional lifting of up to 100 pounds

Work Environment

- Ability to safely work around moving mechanical parts
- Ability to work around fumes or airborne particles
- Ability to work in extreme heat
- Moderate to heavy noise levels

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Form: HR 011

IMPL: 6/12/08
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