



SPENCER PLASTICS, INC.
Job Description
Production Operator / Assembler

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Department: Production

Revision date: 06/09/2017

General Responsibility

- Assemble parts and provide essential support to Production.

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
- Perform visual quality checks of parts at the press notifying the Quality Assurance Manager of any discrepancy
- Assemble parts at all assembly stations
- Box, weigh and label parts for shipping or inventory
- Empty bins, sort and trim parts when necessary
- Grind runners and parts for future reuse
- Perform other assigned duties as requested by management

Education and Experience

- High School Diploma or equivalent
- 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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