



SPENCER PLASTICS, INC.

Material Handler
Job Description

Page 1

F-720-003

Department: Production

Spencer Plastics is an Equal Opportunity Employer

General Responsibility

- Provide essential support to production by identifying and delivering material and components to presses using work devices such as hand trucks or fork trucks. Preparing material using appropriate blending operations that are required to meet production demands.

Essential Duties and Responsibilities

- Obtain and renew as needed fork truck operators license
- Scan components and materials to work orders
- Provide relief to press operators for breaks throughout the shift
- Monitor press activity and press alarms to keep equipment operating efficiently throughout shift.
- Transfer parts from press containers to finished good boxes
- Transfer runners to storage container or trash as needed
- Dump trash throughout the shift and all trash receptacles at the end of the shift.
- Perform 5S clean up activities throughout the shift
- Assist shift supervisors as needed
- Perform visual quality checks of parts at the press notifying the shift supervisor of any discrepancy
- Box, weigh and label parts for shipping or inventory
- Assemble parts at all assembly stations
- Empty bins, sort and trim parts when necessary
- Follow all safety protocols for Spencer Plastics, Inc.
- 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

Work Environment



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Page 2

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- 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