



SPENCER PLASTICS, INC.
Production Operator / Assembler
Job Description

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Department: Production

Spencer Plastics is an Equal Opportunity Employer

General Responsibility

- Assemble parts and provide essential support to Production.

Essential Duties and Responsibilities

- Read, understand, and follow all work instructions for all press operation/assembly part numbers as well as acknowledge understanding in white books as required.
- Perform daily 5S and cleanup activities during and at the end of each shift
- Identify material
- Perform visual quality checks of parts at the press notifying the shift supervisor 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
- 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

- 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