



Department: Production

Spencer Plastics is an Equal Opportunity Employer

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

- Obtain and renew as needed fork truck operator and crane overhead operation 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 required by customer demands
- Initiate start up press procedures including proper water temperatures correctly
- 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 correctly
- 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 shift supervisor of any discrepancy
- Complete machine process monitoring log
- Complete mold setter paperwork
- Assemble parts
- Box, weigh and label parts for shipping or inventory
- Be willing to load and unload freight trucks and completing appropriate paperwork if needed depending on shift
- Conduct moisture analysis of incoming plastic material
- Empty bins, sort and trim parts when necessary
- Operate blender for preparing virgin and regrind material
- Assist material handler when mold set activities are not necessary



SPENCER PLASTICS, INC.

**Mold Setter
Job Description**

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- Review and understand all activities of the material handler and production operators for backup relief for breaks and absences
- Follow all safety protocols for Spencer Plastics, Inc.
- Perform other assigned duties as requested by management

Education and Experience

- Associate 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