

**MIDLANDS PACKAGING CORP  
JOB DESCRIPTION**

**Job Title: Plastics Machine Operator**

**5.4**

Last Date Reviewed 3/9/16

Department: Plastics                      Production  
FSLA Status    Non-Exempt  
Reports to: Department Supervisor  
Location: Lincoln

**Summary:** Evaluate the needs and execute the process of forming and packing completed product

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Read and understand customer's requirements from the job ticket
- Continually load raw material in the machine, monitor job's progress and be watchful for imperfections
- Pack product for shipment
- Complete all forms and paperwork required
- Perform cleaning and maintenance tasks on the machines and areas after each job and prepare for the next order
- Communicating with co-workers and rotating machine operators during a work shift.

**Responsibilities**

Perform all activities in a safety conscience manner.

**Qualification/Requirements:**

Every employee exhibits integrity and character that shows a favorable example to all employees. To perform this job successfully, an individual must possess competencies in technical aptitude, communication proficiency, organizational skills and time management be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Training/Experience:**

Education level of high school or above is required, with a GED equivalency accepted. Previous experience in manufacturing or associated field and basic computer skills.

**Language Skills:**

Must have a good command of the English language, oral and written. Must have the ability to read and understand company orders and forms. Must be able to read and comprehend simple instructions and communicate with others. Reasonable accommodations may apply.

**Mathematical Skills:**

Ability to perform basic math skills add, subtract, multiply, divide, fractions, decimals and percentages.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must be highly motivated, accurate with a deep desire NOT to make mistakes and can accommodate change in procedure, equipment and scheduling.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to stand, use hands and fingers, handle controls, see, talk and hear. The employee frequently is required to reach with hands and arms. The employee is often required to sit, walk, climb, stoop, crouch, crawl, climb, and kneel. The employee must regularly lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. For the most part extreme room temperatures and appropriate lighting provided. The noise level in the work environment is usually high, therefore, hearing protection and monitoring is required.

Supervisor's approval:

Plastics Machine Operator

I have reviewed the above information and concur that it accurately represents the duties of this job.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Employee Job Description Acknowledgement

**Plastics Machine Operator**

**5.4**

Last Date Reviewed 3/9/16

\_\_\_\_\_

Print Name

\_\_\_\_\_

Employee Number

By signing this acknowledgement I am stating that I have received a copy of the job description for the position I am expected to perform. I also understand that if I have questions about what is required of me, my supervisor is my primary resource.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

## Instructions:

Detach, sign and date this page. Retain the Job Description for your records. The Supervisor will return the acknowledgment to Human Resources.