



PLIANT PLASTICS POSITION DESCRIPTION

Title: Production Associate
Reports to: Shift Manager, Cell Lead, and/or Team Leader

Rev. Date: 05/2019
Pay Grade: Hourly

Purpose: The purpose of this job description is to reflect consistency of positions throughout the corporation; capture relevant education, training, skills and experience; and determine the necessary competence for the personnel performing work affecting product quality.

Position Summary: Responsible for packing and labeling product, loading/unloading production machines and operating assembly equipment to assemble products and/or packaging according to customer and company provided specifications.

Preferred Education, Experience, and Personal Traits:

- High School Diploma or GED.
- Previous manufacturing or mechanical experience.
- Demonstrated eye-hand coordination.
- Demonstrated mechanical ability in the use of tools.
- Demonstrated basic math skills.
- Automated equipment operation.
- SPC-SQC basic training.
- Good understanding of Plex and Microsoft Office software (Excel, Word, Outlook, etc.)

Essential Job Functions include, but not limited to, the following:

- Perform all work functions in adherence to safety, quality and production policies.
- Load and unload automatic and semi-automatic equipment with material and product.
- Routinely lift up to 35 pounds worth of weight.
- Perform hand or mechanical assembly, packaging and decorating.
- Follow schedules and work instructions to meet production as scheduled.
- Perform SPC/SQC quality verifications as required by work instructions.
- Verify product quality, contain and hold product if appropriate.
- Inspect product per CDB.
- Package product per instructions.
- Record production within Plex database.
- Perform SPC as required.
- Provide accurate and legible quantity, quality and time reports.
- Maintain a clean and orderly work area.
- Adhere to SPN/Quality alerts as required.
- Identify product through all operations.
- Transfer WIP/FG to designated areas.
- Additional functions not specifically outlined in this position description as assigned by the supervisor.

Work Environment: Light industrial factory environment, moderate noise, occasional light dust, and occasional plastic fumes. Assembly machines, insert molding presses, hand tools, scales, forklift, full use and range of movements of wrists, hands, arms and eyes.

Core Values: Teamwork, Trustworthy, Respectful, Fun-Positive Attitude, and Meta-Performance. All Pliant associates are required to model these core values in all areas of communication and performance on a consistent basis.