

**GREAT NORTHERN - OSHKOSH
JOB DESCRIPTION**

JOB TITLE: Finishing 2nd Assistant Operator

STATUS: Non-Exempt

REPORTS TO: Production Supervisor

DATE: March 14, 2019

POSITION SUMMARY

Responsible for assisting the Operator and 1st Assistant Operator in the set-up operation of machines to: collate, fold and glue, or apply window film to cartons to customer specifications as well as Great Northern - Oshkosh's quality and efficiency standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

1. Assists Operator and 1st Assistant Operator in machine set-up.
2. Helps break down make ready after job has been completed.
3. Prepares pallets for next production run.
4. Setup tape machines and conveyors for the job.
5. Issues and returns cases for the job.
6. Prints labels for job and checks for accuracy of cases being packed and labeled.
7. Feeds product into machine, constantly monitoring quality of product.
8. Assists with stacking finished units.
9. Counts finished cases and inserts load tags into completed units.
10. Works along with Operator and 1st Assistant Operator to complete make ready procedure and production run in the most efficient manner for each order.
11. Ability to identify, verify and match color for set-ups and quality checks on printed packaging.
12. Functions as the 1st Assistant Operator once a week or as needed to cover call ins or vacations.
13. Regular and reliable attendance.
14. Follows all quality set-up and check-out procedures for accuracy and quality.
15. Accurately complete first piece checklist.

ADDITIONAL RESPONSIBILITIES

1. Trains Packaging Technicians on Packaging Technician and 2nd Assistant Operator duties.
2. Performs daily warm-up exercises.
3. Alerts Material Handler of any schedule changes or materials needed.
4. Notifies supervisor immediately of any incidences or recurring equipment malfunctions.
5. Performs daily, weekly, and monthly clean-up and preventative maintenance procedures, notifying maintenance personnel of any mechanical problems.
6. Attends authorized training programs.
7. Remains current on changes in policies and procedures.
8. Knows, understands, and follows all safety rules and polices including SQF and GMP.
9. Promotes the Great Northern teamwork concept.

EQUIPMENT USED

1. Control panels.
2. Pallet Jack
3. Thwing-Albert open force tester
4. Conveyor belts.
5. Tape machine/stacker/feeding machine.
6. Rolling wheel conveyor.
7. Computer.
8. Hand tools.
9. Tape measure.
10. Micrometer.
11. Utility knife.

PHYSICAL JOB DEMANDS

1. Constantly feeding 4-8# stacks of product (1-2 bundles) into machine, starting lift at 35" and ending at 50"; and moving stacks a horizontal distance of 12-42". Occasionally feeding 7.5-17.5# stacks of product (2-6") into machine, with varying starting lift heights and ending heights between 33-46"; move stacks a horizontal distance of 18-28".
2. Rarely lifting toolbox, plow, and large hold down which weigh 8-12#. Lift starting heights of 10-78" and ending heights of 43-53"; moving a horizontal front distance of 10-20".
3. Rarely carrying 8-12# toolbox or plow for 10-100 feet. Occasionally carrying 7.5-17.5# stacks of boards 6 feet.
4. Occasionally using 20-23# of force to push stacks of board or boxes (height 50"). Rarely using 83# of force to push adjustable conveyor (height 33").
5. Rarely using 83# of force to pull adjustable conveyor (height 33").
6. Frequent standing to operate and oil machine. Occasional walking for setup, rotation, and machine checks; climbing on catwalk and over 23" machine frame; stooping to clear jam-ups, do repairs, and clean threads; crouching to make machine adjustments and observe stacking; and balance on catwalk, to activate foot pedals, and step over 23" machine frame. Rarely kneeling to do repairs, maintenance and setups.
7. Occasional to frequent bending reach (height 25-50") to clear jam ups, make adjustments, and access stock and boxes. Occasional forward reach (height 34-44") to access stacks of board on offload and stack banded boxes. Occasional shoulder to overhead reach (height 10-91") to access tie-ins, green folding rails and black light.
8. Constant repetitious/forceful handling of stacks of boards and boxes using both hands. Occasional nonrepetitious/forceful and nonrepetitious/nonforceful handling, using separate hands. Occasional repetitious/nonforceful handling using both hands for tie-ins on offload and stacks of banded boxes.
9. Rarely using separate hands for 2-finger or 3-finger pinch and thumb push. Occasionally using both or separate hand's fingers for remote control, machine buttons, computer or calculator.
10. Ability to identify and distinguish color.

PERSONAL PROTECTIVE EQUIPMENT

1. Ear plugs.
2. Eye wear.
3. Foot wear (safety shoes).
4. Hairnet - Beard net

HAZARDS EXPOSED TO

1. Potential exposure to cuts from cartons and knives.
2. High speed machinery
3. Moderate noise levels
4. Non-hazardous chemistry
5. Lift trucks
6. Paper dust
7. Static Electricity

WORK RELATIONSHIP AND SCOPE

Reports directly to production supervisor. Works closely with crew members, Maintenance, Material Handlers and other production personnel.

MEASURE OF PERFORMANCE

Fulfillment of all job responsibilities. Regular, reliable attendance and punctuality. Meeting all customer and GNC specifications for quality, accuracy and efficiency. Compliance with all plant safety rules, general rules and procedures. Effective communication and development of good working relationships with other employees.

Job Title: Finishing 2nd Assistant Operator

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individual must possess: High School diploma or equivalency; prior manufacturing experience preferred; ability to perform mathematical calculations involving adding, subtracting, multiplying and dividing fractions, decimals and percentages; ability to follow written, verbal or diagrammatic instructions; good interpersonal and verbal communication skills; legible handwriting to record information and fill out forms; ability to solve problems and adjust equipment, processes, procedures, and product conformity to meet specifications and quality standards; ability to identify and distinguish color; ability to deal effectively with deadline pressures.

EMPLOYEE ACKNOWLEDGMENT

This job description does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties and/or work various shifts as requested by management. All requirements are subject to change over time at the discretion of management and are subject to possible modification to reasonably accommodate individuals with a disability.

This job description is not an employment contract and does not create contractual obligations. You are an employee "At Will" with the right to terminate employment at any time, for any reason; just as our Company retains a similar right to terminate the employment of any employee.

I have read and understand all of the job description as stated above.

Employee's Signature

Date