



Material Handler Jackson Plant

FLSA Status: Non-Exempt

Reports To: Production Team Leader

TRAVEL: <5%

Positions Supervised: None

POSITION SUMMARY

Retrieve materials, supplies, and components from warehouse and transports to production area; mixes base materials and colorants; prevents cross contamination by cleaning dryers, grinders, loaders, mixers, and other material handling equipment. Monitors production floor and verify material handling equipment is functioning properly and has enough material to keep machines in production. Maintains clean and safe work areas around the presses and in the warehouse. Assist with creating a culture of accountability and customer first attitude.

Standard work: 1. Monitor production floor to ensure material handling equipment is working properly, and nothing is running empty. 2. Prep material to support production 3. Complete all necessary tasks for material changeovers 4. Maintain clean and safe warehouse and material handling and production areas 5. Shift to shift communication with necessary personnel

Due to the nature of this role, one must be able to work and think independently to make decisions to maintain the production floor while working ahead of the production schedule and supporting the production team.

ESSENTIAL DUTIES

- Committed to the Vision and Values of Nicolet Plastics
- Recognize and report safety hazards.
- Complete beginning/end of shift walkthrough with the prior and following shift to communicate any areas that may require attention during the current production shift.
- Use IQMS to check the production schedule and determine priorities for the day.
- Routinely monitor the material handling equipment on the production floor and verify everything is working properly and has enough material to continue production.
- Ensure inventory accuracy by using handheld scanner to scan all raw material, finished goods, or packaging that is moved from one location to another.
- Use material changeover checklist when performing material changes.
- Thoroughly cleans dryers, grinders, loaders, mixers, and other material handling equipment to prevent cross contamination.
- Assist shipping department by receiving additional deliveries as time allows.
- Determine if more material is needed for machines in production by monitoring visually and using IQMS for verifying and calculating how much resin is needed to complete the order. This may involve mixing more resin as needed or maintaining Gaylord's or super sacks of resin at press locations.
- Communicate raw material discrepancies to Team Leader to develop an action plan(s) to meet production and/or customer expectations.
- Load and unload delivery trucks using forklift and/or pallet jack following all safety standards.
- Move material handling equipment to different locations as needed for production and/or cleaning.
- Grind runners and scrap parts as needed.
- Weigh materials and colorants at job completion, edit labels, move and scan back to the warehouse.
- Stage materials for the next 8 to 12 hours

- Perform cycle counts and spot-check counts, in warehouse and press locations, and by item numbers in IQMS.
- Sweep floor, take out garbage, break down gaylords, and perform general housekeeping.
- Fill out end of shift checklist.
- Support Production—as a Production Operator (PO) as needed.
- Other duties as assigned by Lead Operator, Team Leader, and/or Plant Leader

EDUCATION AND/OR EXPERIENCE

- High School Graduate or General Education Degree (GED)
- Proven competency as a Production Operator at NPL
- Strong desire to collaborate with and be part of the NPL Team
- Able to competently complete and perform all skills as listed within the current Training Checklist and/or Material Handling Career Path Plan
- Excellent verbal, written and interpersonal communication skills.
- Perform basic arithmetic calculations.
- Basic computer skills and inventory knowledge
- Self-directed with ability and willingness to work independently and productively.

COMPETENCIES

- Communication
- Decision Making/Problem Solving
- Teamwork
- Strategic Focus
- Initiative

PHYSICAL DEMANDS

While performing the duties of this job, the team member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must frequently lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds and occasionally lift or move items weighing up to 60 pounds. Be able to handle, grasp, and perform repetitive motion. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-40 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	41-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	O (Occasionally)	13-25 lbs	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Work is performed primarily in a manufacturing environment; moderate levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Occasional work with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Material Handler.

_____	_____
Team Member Acknowledgement	Date

By signing below, I acknowledge the employee is generally competent to perform the above essential job functions as a Material Handler.

_____	_____
Coaching Resource Acknowledgement	Date