



Material Handler

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; recycles packaging materials. Assures FIFO and material identification are maintained. Ensure materials and components are received for production use. Assist with creating a culture of accountability and customer first attitude. **Standard work: 1.Prepare material to support production 2.Receiving resins and concentrates 3.Clean dryers 4.Clean warehouse and materials area 5. Daily shift to shift walk through and communications**

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
- Receive in and complete the receiving inspections on materials and concentrates
- Assist shipping department by receiving additional deliveries as time allows
- Document any discrepancies, enter PO receipts into IQMS, and place items into proper locations
- Work closely with Purchasing, General Manager, and Team Leader to ensure that materials and components are available for production in a timely manner
- Meet production material and concentrate requirements through active communication
- 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
- Clean and load dryers
- Grind runners
- Assign dryer stations to press sources and manage the schedule
- Stage materials for the next 8 to 12 hours
- Complete moisture analyzer
- Weigh material from "Incoming" location, adjust inventory and move back to shelf location
- Verify location against IQMS daily to ensure accuracy of raw materials
- Perform cycle counts and spot-check counts, locations, and part numbers and verify with the computerized inventory.
- Sweep floor, take out garbage, and perform general housekeeping
- Support Production, including as a Manual Operator (MO)/Production Operator (PO) as needed
- Other duties as assigned by Lead Operator, Team Leader and/or Production 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.

Management Resource Acknowledgement

Date