

POSITION PROFILE

POSITION TITLE: Sheeter Operator
DEPARTMENT: Production

REPORTS TO: Manager
LOCATION: Baldwinsville

POSITION SUMMARY:

Operate a sheeter machine to cut rolls into sheets of the specified board size and standard quality.

RESPONSIBILITIES & DUTIES:

- Perform preventive maintenance by greasing and oiling the machinery as needed.
- Use specification sheets to determine what roll size to use and what the cut-off size should be.
- Adjust the roll holder to fit the size of the new roll.
- Adjust the PIV speed of the sheeter machine to cut the size of sheets needed.
- Operate sheeting machines at the most efficient production speed.
- Continuously inspect the product detecting any quality deficiencies.
- Use a forklift to haul the cut sheets to the proper storage area.
- Maintain the cleanliness of the machinery and the work area around it.
- Follow all applicable procedures and make recommendations for system improvements as identified.
- Use different measuring devices including tape measures, and all other applicable gauges
- Perform as a capable trainer.

QUALIFICATIONS

- High school diploma or general education degree (GED); or one – two years' related experience and/or training; or equivalent combination of education and experience, preferably in the folding carton industry.
- Must have the ability to read, write, and comprehend documents and verbal instructions in English for Safety and work related tasks.
- Must have the ability to effectively present information in one-on-one and small group situations.
- Ability to speak effectively before groups of customers, vendors, or employees of organization.
- Must be able to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions and decimals.
- Must be able to understand and follow computer instructions to print reports after the completion of every job.
- Able to instruct other employees in all phases of work with a minimum of personal friction or conflict.
- 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 regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment can vary from quiet to loud. Exposure to dirt and dust may occur

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, and talk or hear. Employee is required to have the ability to lift and carry up to 50 pounds. The employee is occasionally required to sit. Specific vision abilities include close and distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER

The preceding job description/specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The items listed are representative of



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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.

EMPLOYEE ACKNOWLEDGEMENT

I have read and fully understand the above position profile and all expectations.

Signature

Date