



JOB DESCRIPTION

Job Title: Material Handler

Reports to: Production Manager

Job Description: The Material Handler insures that the correct quantity and type of plastic material is at the molding press, mixed with correct amount and type of colorant (if necessary), dried and ready to be processed prior to the start of the production run. The Material Handler retrieves all other supplies (e.g. packaging) and components (e.g. metal inserts) that are needed to manufacture the finished part from the warehouse and transports these items to the production area. The Material Handler will also assist the set up technician in removing and installing molds in the press and move the finished product into the Shipping or Quality Control area as required.

Job Functions: (specific examples, not intended as a complete list)

1. Responsible for determining start of production for each work order and the particular molding press that will be used to process the order.
2. Responsible for cleaning material dryers; loading plastic material into dryer and setting drying temperatures as specified on process control documentation.
3. Responsible for weighing and mixing color concentrates with raw material.
4. Returns all unused material to warehouse properly marked and packaged and placed in the correct warehouse location.
5. Separate runners from molded product as required.
6. Works closely with production manager and set up technicians in removing and installing molds in press.
7. Responsible for performing in process inspection measurements when required.
8. Makes recommendations to management for improving process or reducing part cost.
9. Actively participates in quality meetings.
10. Maintain a neat and orderly work area, including production floor and warehouse areas.

Knowledge and Qualifications: The Material Handler at Rebling Plastics must have a High School diploma or equivalent, and be able to read, write and speak the English language. Previous experience as a material handler at an injection molding facility is preferred. The Material Handler must be able to operate a fork lift in a safe manner and must be capable of lifting 70 pounds. The material handler must physically be able to work in a standing position throughout the work period. The ability to weigh count finished product and weigh material will be a requirement. The ability to work with percentages and ratios is essential. Knowledge of Word and Excel (Windows based computer software) is helpful.



REBLING PLASTICS

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Must be able to lift and move 55 lb containers and be able to stand in stationary positions long enough to mix material and perform inspections. Must have adequate vision to inspect parts and labels.

Training Requirements: The material handler must receive training on the operation of a Fork Lift.

Employee Acknowledgement: I have read and understand the job requirements of my position with Rebling Plastics. I am also aware that this Job Description provides only specific examples of my responsibilities and is not intended to be a complete list.

By: _____

Date: _____

Rev. C 5-17-16