



The Jet Pulverizer Company

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Toll Processing Operator I

Job Description

Overview

The Toll Processing Operator I maintains production and distribution of product by maintaining inventory, setting up production materials and equipment, processing raw material, packaging process material, and staging finished product. The Toll Processing Operator reports to the Floor Foreman. This position is for the 1st or 2nd shift.

Responsibilities

- Set up, adjust, and operate all equipment necessary to process materials.
- Read and interpret work orders to processes raw materials to specification.
- Select the appropriate tools, equipment, and packaging material to be used in preparation of processing.
- Locates materials and supplies by pulling and verifying materials and supplies listed on work orders
- Maintains and documents in-process inventory, as applicable.
- Maintains inventory by identifying, labeling, and placing materials and supplies in stock
- Prepares finished stock for shipment by identifying, pulling, loading, and securing product.
- Identifies, transports, packs, removes, and disposes of materials.
- Maintain a safe and clean work environment at all times.
- Uphold all ISO and OSHA standards applicable to the responsibilities above.
- Performs other duties and special projects as directed.

Qualifications : To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of customers or employees.

Mathematical Ability:

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

Computer Skills:

Basic understanding of a computer is required. Safety courses, HR, production entry and more requires basic computer input and comprehension skills.

Work Environment : Toll processing requires working inside and outside all year round. The environment is industrial and can be loud at times.

Physical Demands : Toll processing requires driving fork trucks, climbing ladders, handling heavy drums and lifting and turning while holding up to 50 pounds.

Job Type: Full-time