



## Floor Persons

**Requirements:** Ability to follow instructions. Must be able to safely operate a lift truck. Ability to bend, reach, and stoop. Ability to lift 50lbs. Observe all safety rules. Understand basic math. Must have above average attendance.

**Essential Duties:** Mix and blend material, regrind, color for molding machines. Clean, empty and un-jam grinders as required. Clean and fill hoppers, color bins as needed. Breakdown and assemble Gaylord boxes when required. Band skids, load and unload trucks, stock raw materials, remove finished product from work areas, keep work area clean. Must provide breaks when required, may be required to perform Operator duties from time to time during the shift. Must be able to fill out any required ISO checklists, forms, and safety sheets. The Floor Person should be able to make common sense judgments to minimize contamination of raw materials during the course of their job. Must be able to perform calculations to understand the material requirements for scheduled production runs. The Floor person shall empty trash containers, put scrap cardboard in approved receptacle. All materials, grinders, hoppers should be properly labeled, if the material quantities are getting low the Floor person should notify their supervisor. Work areas should be stocked at all times in a safe manner. Spilled or leaking oil and material should be cleaned on a daily basis reporting any major leaking to the supervisor immediately. Must minimize climbing on equipment by safely using ladders or stair platforms. Perform other duties as required.

### Job Outline:

1. Arrive & punch in no earlier than .5 hr before scheduled work time.
2. Discuss what's going on and any issues with previous shift floor person and or Supervisor. (Breaks to give, color changes, material changes, jobs starting and or finishing, trucks, etc.)
3. Check hoppers, grinders, at each press. Verify the labels are in place and correct. Make sure there are supplies at each machine. (Tape, boxes, material.)
4. Check cleanliness at each work area, and that all scrap cardboard and trash have been removed from previous shift.
5. Make sure all gaylord's, barrels, hoppers, color boxes and bins are covered to prevent contamination.
6. Check the material board, make sure that it is filled out correctly.
7. Check hopper loader and dryer filters, clean as needed.
8. Inspect presses for full oil containers and water / oil leaks. Replace absorbent as needed.
9. Pull any full product skids and put them in their designated area.



10. Perform any required relief.
11. If any orders are close to finishing make sure all the scrap parts have been ground, any parts under the press or behind it have been picked up wiped off and ground. Use up any regrind at the press before it goes down.
12. When the order is complete put away finished product, drain if needed and clean the hopper, color bin, grinder. Remove all the supplies that will not be used for the next order. Make sure any parts that may have fallen under the drop area or behind are picked up.
13. Throughout the shift check hoppers, loaders, barrels, and color hoppers to make sure we do not run low or out of material.
14. If material lot number changes make sure any required documentation gets changed to reflect that new lot number.
15. Before you use the towmotor make sure you perform the required safety inspection and fill out the sheet.
16. When placing items in the warehouse or pallet racking, keep rows straight inside the yellow tape. Pay attention when stacking items that they will not collapse or tip over.
17. Keep in communication with Quality Inspector and your Supervisor as things may change throughout the shift for various reasons.
18. Make sure all loose banding is pulled from the skids to reduce trip hazards.
19. If items are delivered make sure the paperwork gets turned in and the items are placed in their designated area. Verify the item count is correct and the paperwork matches the item.
20. Empty gaylord boxes need to be broke down and stacked. Any material that falls out of the box needs to be swept up and discarded.
21. When calculating material needed for a production order get the shot weight in pounds (minus the runner if using the regrind), divide by the amount of parts in the shot and multiply that by total parts needed.
22. When pulling or putting material in the warehouse make sure the inventory labels are changed to reflect what was taken out or placed in.
23. Always check the unallocated material list for material that can be used or blended on any of the orders that are running or in queue to be run.
24. Make sure the hoppers, color bins, are full or nearly full at shift change. That all the material labels are correct (grinder, hopper, barrel, gaylord).
25. If any abnormal noises, alarms, or if you observe anything leaking inform your Supervisor immediately.



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- 26. When unjamming a grinder use wood or other soft material against the grinder blade so not to chip the cutting edges.**
- 27. Any material being put in warehouse needs have the label filled out including Lot#, material description, and weight.**
- 28. Clean out empty barrels & buckets when done and put in designated area.**
- 29. Unused pallets should be placed outside in designated area.**
- 30. No pallets should be stored on end, they should be laid flat only.**
- 31. Notify your supervisor if you see that supplies are running low.**

**This is a brief outline of duties; it is by no means all inclusive of job duties nor is it a full description of how tasks are to be completed. Please refer to the appropriate SOP or training guide for complete descriptions.**