



## Press Operator

**Requirements:** Ability to follow instructions. Must be able to lift 35 lbs. Required to use basic hand tools (cutters, knives, trimmers, tape guns). Must be able to bend, reach, and stoop frequently during working hours. Must be able to stand for long periods of time.

**Essential Duties:** The Operator will be required to take parts from a molding machine, either by opening the door and retrieving parts from the mold face, or by retrieving them from the drop bin. Visually inspect a part for conformance to standards for that particular part. There may also be a need to measure, trim, fixture, bend, fold, assemble, gage or other requirement to finish the part before it can be packaged. There may be forms, checklists, reports, and labels that need data entered. Must be able and willing to follow all procedures, and safety rules. The Operator will need to frequently communicate with the shift Supervisor and Quality Technician when any issues arise with the part, molding machine, or other equipment they are tending. It is important that any unusual noises, water leaks, oil leaks, material leaks be reported immediately to Supervisor. The Operator is responsible for the tools issued for the job that is running at the press they are assigned to. If there is a discrepancy the Supervisor or Quality Technician should be notified immediately. Must keep work area clean, scrap parts and runners should be ground. The Operator may be required to perform relief duties or other duties as required.

### Job Outline:

- 1. The Operator must be familiar with the Blue Book. There is a different book for every job that Molding Dynamics runs. It is required that the Operator reads and understands the requirements of the job they are working on. It is the responsibility of the Quality person on the shift to review with you these requirements.**
- 2. Make sure that the tools required for the job are at the workstation when you arrive. This should be done before the previous operator leaves. Any discrepancies should be resolved at that time. If needed have the Supervisor help resolve any issues.**
- 3. The Operator should document all their scrap in the appropriate form while running the job.**
- 4. The Operator should inform the Supervisor if there is excessive scrap being produced.**
- 5. If there is any question as to the acceptability of parts being produced the Quality person, and or the Supervisor should be the go to person.**
- 6. After documenting any scrap parts they should be placed into the grinder being used at the press. Make sure the label on the grinders corresponds to the material label on the press hopper before placing anything in it.**
- 7. If the press is running in semi-auto mode do not leave the door open any longer than is necessary to remove the part from the mold.**



- 8. The Operator should pay attention to the material level in the hopper on the press and may have to move the wand in the barrel or gaylord as required. If the material is low the Floor person or Supervisor should be notified immediately.**
- 9. All required forms, checklists, labels should be filled out as needed.**
- 10. Must be able to follow all safety rules and report any unsafe conditions.**
- 11. The Operator should only make enough boxes for an hour or so. This is to keep the work area less cluttered and safe. Care should be taken to place them in a spot where they will not be contaminated.**
- 12. The Operator should stay at their work station unless they are on break or authorized by their Supervisor.**
- 13. The Floor Person should be notified if supplies are low at the press.**
- 14. When placing finished cartons on the skid, they should be stacked neatly, labels placed in the correct orientation. (blue book)**
- 15. When running automatic jobs the bin should be emptied at least every ½ hr. If the press goes down or alarms the parts in the bin should be quarantined for 100% inspection.**
- 16. At the beginning and at the end of the shift the Operator should communicate any information regarding things pertaining to the job running. (Things to watch out for, issues encountered during the shift, part count, etc.).**
- 17. It may be necessary that mold release be used. If you have not been trained on its use let your Supervisor know.**
- 18. Make sure the work area is clean at all times.**
- 19. At the end of the shift there should be enough supplies for the 1<sup>st</sup> hour of the shift that is coming on.**

**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.**