



LOCATIONS + SHIFT SCHEDULES

EXTRUSION DEPARTMENT JOBS

1111 INDUSTRIAL PARK DRIVE | CLINTON, MS 39056

HOURS OF OPERATION (24/7)

SHIFT A: 9 AM - 9 PM

SHIFT B: 9 PM - 9 AM

SHIFT C: 9 AM - 9 PM

SHIFT D: 9 PM - 9 AM

CONVERTING DEPARTMENT JOBS

1022 ADVANCE LANE | HAZLEHURST, MS 39083

HOURS OF OPERATION (MONDAY - THURSDAY)

SHIFT 1: 4 AM - 2:30 PM

SHIFT 2: 2:30 PM - 1 AM

CONVERTING DEPARTMENT JOB DESCRIPTIONS

Line Operator (B Grade)

This individual must be able to operate all machines, possess knowledge of the workings of the tori system, follow instructions well -with a good attitude, and be very safety minded. This individual must know how to make required adjustments such as lip size, bag size, hole positioning, and web adjustments, etc. This individual must have a good attendance record.

Line Operator (C Grade)

This position is for new hires in training. This individual must be able to:

- Follow instructions, maintain positive attitude, and be very safety-minded
- Must be on time with good attendance record

Setup/Lead Man

This individual significantly exceeds their job description and can perform all aspects of the job without any needed supervision. This individual must know the tori system and be able to operate all lines. This individual must be capable of making setups and adjustments, keep the floor running efficiently at all times, rolls staged to be placed on the lines at roll change, boxes placed on the required lines, etc. This individual must be capable of making decisions and running the plant for periods of time without a manager's presence. This individual must possess some knowledge of maintenance and be able to repair machines if needed. This individual should possess the knowledge to perform preventive maintenance on all machines, have good attendance, follow instructions well - with a good attitude, and be very safety minded.

Floor Hand

Duties include:

- Staging rolls behind machines that need to go on next, efficiently change rolls when they go down to keep up production
- Assisting operators with supplies such as boxes, headers, pallets, etc.
- Keep the trash cans dumped and the floors clean
- Close out scrap boxes when full and keep all scrap cans at each line weighed and emptied
- Give operators the weights when the scrap cans are emptied, so they can account for scrap and apply to the Tori system
- Assist the supervisor and setup the other employees as needed
- Possess knowledge of Tori system and assist with the training of new hires
- Assist with setups if needed and change rolls on the machines
- Have good attendance, follow instructions well, positive attitude, and be very safety-minded

Line Operator (A Grade)

This individual exceeds their job description and can perform most aspects of the job with limited supervision. This individual should be able to operate all machine lines, including the Gunter, while making required adjustments (lip size, bag size, hole positioning, web adjustments, etc.). This individual must possess knowledge of the workings of the tori system and assist with the training of new hires. This individual must assist with setups if needed and change rolls on the machines. This individual must have good attendance, follow instructions.

Converting Multi-Task Worker

Department: *Converting*

1022 ADVANCE LANE

HAZLEHURST, MS 39083

Hours of Operation (Monday - Thursday)

Shift Schedule

Shift 1: 4am - 2:30pm

Shift 2: 2:30 pm - 1 am

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ★ Safe and efficient operation of all equipment
- ★ Maintenance of all supplies for the bag machines (wickets, grommets, banding supplies, etc.).
- ★ Safe handling and loading of master rolls onto bag machines
- ★ Set up and mechanical trouble-shooting of minor problems with bag making machinery, including:
 1. Read and understand specifications for job order relating to machine
 2. Set screen according to the job jacket including bag size, wicket size, etc.
 3. Locate proper material-including correct type, gauge, and size of film
 4. Make proper inventory notations
 5. Set up machine quickly, including placement of wicket punches and verification of locations
 6. Line up the film on the machine according to specs
 7. Run required samples
 8. Evaluate samples for size, location of punches, and seals
 9. Make any necessary corrections
 10. Notify QC for required evaluation(s)
 11. Fine-tune machine adjustments for highest speed production and best quality product
- Checking the quality on the line(s)
- Producing product on bag machines in accordance with job order
- Monitoring quality checks and tally sheets
- Monitoring that packaging is being done per converting order i.e. correct pallets, etc.
- Checking box weights of at least three boxes per pallet
- Completing a guide sheet for each change over
- Verifying all paperwork is complete and accurate (Tally sheet, inventory locator, Converting work orders, daily production reports, labels, etc.)
- Accurate and timely recording of Work in Process (WIP)
- Accurate scanning of all pallets into TORI, wrapping finished goods, and assuring that product is located/staged properly.
- Consistently performing splices in under 1 minute.
- Making necessary adjustments to line after splice and ability to replace entire line.
- Operating all bag machines in accordance with machine break schedule
- Maintenance of housekeeping for entire conversion area including scrap handling/reconciling
- Promoting safety awareness throughout the plant. Make sure all Converting employees have required PPE and are following all safety policies
- Reporting any defective equipment or safety hazards to Shift Supervisor
- Maximizing production rates while maintaining a quality product
- Assisting Maintenance Department when necessary
- Assisting other Converting workers when needed
- Promoting team work throughout the plant
- Performing any other duties as required

Converting Multi-Task Worker

Department: *Converting*

1022 ADVANCE LANE

HAZLEHURST,MS 39083

Hours of Operation (Monday - Thursday)

Shift Schedule

Shift 1: 4am - 2:30pm

Shift 2: 2:30 pm - 1 am

QUALIFICATIONS

Must be able to be certified to operate a forklift.

EDUCATION and/or EXPERIENCE

Minimum of 6 months on the job training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete reports and forms associated with the position. Ability to communicate effectively orally, and in writing.

MATHEMATICAL SKILLS

Ability to perform basic arithmetic functions as they relate to the proper production of product.

PHYSICAL DEMANDS The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk, sit, climb, or balance; stoop, kneel, crouch, and crawl. The employees must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and extreme heat. The noise level in the work environment is loud.

Extrusion Line Operator

Department: Extrusion

1111 INDUSTRIAL PARK DRIVE

CLINTON, MS 39056

Hours of Operation (24/7)

Shift Schedule

SHIFT A: 9 AM - 9 PM

SHIFT B: 9 PM - 9 AM

SHIFT C: 9 AM - 9 PM

SHIFT D: 9 PM - 9 AM

SUMMARY:

Responsible for performing all required duties in a safe manner, using all required PPE and complying with all safety rules. Responsible for maintaining an efficient work flow, and communicating effectively with all employees while providing a needed service in a timely manner.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Responsible for performing required quality checks on each production line in their zone as specified by job jacket.
- Responsible for proper packaging of order i.e. labels, cradles, pallets per specifications of job jacket.
- Responsible for checking blenders as required by shift supervisor/manager.
- Responsible for completing a 1st piece check-sheet for each change over.
- Responsible for verifying all paperwork is complete and accurate (tally sheet, inventory locator, extrusion work orders, daily production reports, labels, etc.).
- Responsible for complying with safety programs, including PPE, reporting defective equipment, safety hazards, etc. to shift supervisor.
- Responsible for maximizing production rates while maintaining a quality product.
- Responsible for preparing for upcoming order changes as required by shift supervisor/manager.
- Responsible for assisting other zone operators when needed.
- Responsible for pulling rolls from Extrusion lines and recording roll weights and any other data required by job specifications.
- Responsible for removal and storage of finished product, stretch wrap product, label and any other materials in a timely manner.
- Responsible for zone housekeeping, assurance of proper and safe storage of materials and disposal of trash.
- Responsibility for performance of any other duties as required.

REQUIREMENTS:

- High school diploma or GED
- Ability to read and write. Ability to comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Basic arithmetic skills
- Physical ability to perform required tasks including, but not limited to:
 - Ability to stand for extended periods of time and walk distances, use hands to grip finger, handle, or feel; reach with hands and arms; and occasionally climb or balance; stoop, kneel, crouch, or bend over; and talk or hear. The employees must (frequently lift and/or move up to 50 pounds.