



**Manufacturing Machine Operator**  
**Both Shifts Available**  
**1<sup>st</sup> Shift (6:00am-2:30pm)**  
**2<sup>nd</sup> Shift (2:00pm-10:30pm)**

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**Overview:**

The **Manufacturing Machine Operator** is responsible for operating machines and physically handling product to load machines, unload machines, and stack material.

**Reports To:** Manufacturing Supervisor

**Responsibilities:**

- Actively work with manufacturing team to produce customer orders and meet daily productivity goals.
- Understand and demonstrate operational knowledge of all operating equipment and their capabilities.
- Ensure correct materials are used and produced to the correct specifications for each job.
- Machine set-up for each job.
- Efficiently communicate with Material Handlers to ensure material is staged and ready before needed.
- Ensure all equipment is being utilized for proper order fulfillment and optimal shop floor efficiency.
- Promptly communicate with Maintenance Manager when equipment requires service or repair.
- Train employees on equipment and participate in cross-training program as instructed.
- Understand operational metrics, machine rates, and speeds.
- Perform simple manual tasks involving lifting and moving product.
- Assist other Machine Operators, Material Handlers, Packers, and Supervisors as instructed.
- Immediately report any safety or quality issues to Supervisor.
- Maintain a clean and safe work area following 7S principles.
- Adhere to all company policies and procedures.
- Job scanning accuracy

**Core Competencies:**

- Must be detail, process, and goal oriented.
- Ability to work efficiently in a fast paced, multi-tasking environment.
- Basic math skills.
- Good communication skills – speaking, writing, and focused listening.
- Willingness to learn and grow.
- Punctual and demonstrates a “whatever it takes” attitude.
- Initiative, self-administration, and disciplined follow-up.

**Qualifications:**

- High school diploma or GED required.
- 2+ years of converting operations experience preferred.
- Certified to operate a forklift or able to pass a forklift certification test.
- Familiarity with RF scanning guns a plus.
- English fluency with reading, writing, and speaking required. Bilingual Spanish a plus.

**Physical Requirements:**

- Inside warehouse work, with no exposure to weather conditions.
- Frequently lifts up to 75lbs.
- Continuously moving and standing.
- Occasionally bending to perform various tasks.
- Continuously operates equipment.
- Frequently communicating – oral, listening, and writing skills required.

- Continually using close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.