

# JOB DESCRIPTION

## PROCESS TECHNICIAN

FLSA: Non-Exempt  
Shifts: First, Second or Third  
Products: Plastic cups and buckets  
Location: Shawnee, Kansas  
Prepared By: Heather Brannan

Salary Level or Category:  
Division: Churchill Container  
Department: Injection Molding  
Supervisor: Molding Manager  
Approved By: General Manager

### Summary

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The employee will be removing parts from an injection molding machine and will prepare them for packaging and labeling. Machine monitoring, set up of jobs per work order, and quality inspection will also be included within the responsibilities of the position. In the case of absence, another trained Process Technician will assume duties. The employee will also follow all SQF (Safe Quality Food) rules and procedures pertaining to this job as outlined in the training program.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

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(Additional duties may also be included as directed by your manager).

- Monitoring the machines to insure continual, efficient production during automatic and semi-automatic mode of operations. Machine troubleshooting. Waste of production items must be minimized.
- Before running out of a material at your work center, you must notify your lead-person, floor-person, or supervisor (30-minutes in advance of running out and shutting down).
- Loading and removal of inserts from molded parts and molds.
- Inspecting, degating, grinding runners, removal of flash, cleaning, and the performing of finishing procedures.
- Identify and label boxes, packages, and products as instructed by the shop-order information, your manager, lead-person, or quality control representative.
- Maintaining your work area in a cleaned and organized fashion at all times.
- Report any inefficient or unsafe conditions to management upon discovery of the conditions.
- Complete all paperwork accurately as instructed by your manager.
- Perform all work using safety equipment as instructed while obeying all safety-rules and procedures.
- Must be able to work overtime as scheduled by management.
- Occasionally assist other classifications in the plant and warehouse as needed.
- Fill out and turn in to supervisor all appropriate paperwork pertaining to product inspections and sampling as required by SQF modules 2.2.2, 2.4.8, 2.5.6

### SUPERVISORY RESPONSIBILITIES

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None

### QUALIFICATIONS REQUIREMENTS

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To perform this job successfully, and individual must be able to perform each essential duty satisfactory. 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 and/or 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 skills

- Ability to read and comprehend simple instructions, short correspondence, shop-order instructions, and memos.
- Ability to write simple correspondence.
- Must pass Key Train module “Reading for Info” at level 4 or higher.

### Mathematical skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- Must pass Key Train module “Applied Mathematics” at level 4 or higher.

### Reasoning ability

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Must pass Key Train module “Locating Info” at level 4 or higher.

### Certificates, licenses, registrations

- This position does not require any of the above.

### Other skills and abilities

- Employee will use common hand-tools and simple motorized equipment.

### Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 required to stand, walk, stoop, kneel, crouch, and use hands to finger, handle or free objects. The use of common hand tools and occasionally sharp tools are involved. The employee frequently is required to talk, hear, and communicate with other employees.
- The employee must frequently move and/or lift objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. (Note: All employees must wear company approved safety- glasses while in the plant and warehouse areas).

### 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 work near moving mechanical parts and equipment. The employee is exposed to fumes and airborne particles, and will be in wet and humid conditions occasionally. The noise level in the work environment is usually loud.

I hereby acknowledge the fact that I have fully read and understand this Job Description. I also acknowledge that I received a copy of this job description, and satisfactory explanations to my questions concerning the duties, responsibilities and working conditions of this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ Date: \_\_\_\_\_