

<b>Job Title</b>	<b>Folder Gluer Operator</b>	<b>Position Type</b>	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union
<b>Division/Department</b>	Operations	<b>Location</b>	All Wingate Packaging Locations	
<b>Reports to</b>	Plant Manager	<b>Supervisor of</b>	None	

### COMPANY OVERVIEW

Wingate Packaging, Inc. is a privately held, family owned printer of paperboard packaging. Our customer base is focused in the consumer package goods marketplace and are both national and regional companies.

Our Mission is... To Be a Solutions Driven Organization Delivering Brandworthy Printed Packaging.

### DESCRIPTION SUMMARY

As a Folder Gluer Operator, you will lead your respective team in safety, quality and productivity during the production of paperboard packaging.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Arrive at work on time and during scheduled hours, working additional overtime as needed.
- Follow all written procedures. Report discrepancies in procedures to the Plant Manager.
- Maintain good personal hygiene. Wear designated uniform maintained in good condition.
- Wear personal protective equipment as required; refer to job-specific work instructions.
- Perform all work in a safe manner. Maintain a clean, organized and safe work area.
- Listen to, follow and relay written and verbal instructions in English.
- Operate assigned equipment to best of ability, ensuring safety, quality of goods and productivity for yourself and any assigned Assistant Operators or Packers.
- Read production order forms and produce products according to company and customer specifications
- Sets up bar code scanners, glue detectors, jam sensors kick and ejection systems.
- Locates correct job and loads in folder/gluer to produce finished product.
- Prepares make-ready feeder, prefold, glue system, final fold, delivery, stacker, bar code reader, pack station and inspection system.
- Demonstrates competency in all basic folds: straight-line, lock-bottom, inner partition, 5th panels and 4 and 6 corner trays.
- Demonstrates competency in the use of the Valco or W.H. Leary inspection system.
- Operates folder/gluer in accordance with customer specifications and current standard operating procedures.
- Use quality instruments to measure quality with industry-specific equipment
- Read tape measure in metric and standard measurement systems
- Continuously perform visual inspections to ensure product meets or exceeds customer specifications.
- Count items accurately to maintain accurate inventory of materials produced, supplies used and available inventory
- Perform minor maintenance such as oiling/lubricating machine parts
- Attend required training and/or meetings: safety, quality and productivity
- Train assistant operators and others, as required, to achieve company objectives
- Actively participate in continuous improvement projects
- Communicate with other plant personnel to solve production problems, as a team
- Operate powered industrial equipment such as sit-down forklifts, clamp trucks and walk-behind pallet jacks
- Record safety, quality, production and maintenance data on various paperwork and computers as required

- Maintain high standards of housekeeping throughout the entire facility
- Assist in packing product, as needed.
- Perform other duties, as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High school degree or GED.

**EXPERIENCE:** A minimum of 2 years' experience operating a Bobst or equivalent Folder/Gluer is preferred

**CERTIFICATION OR LICENSURE REQUIREMENTS:** None.

**ABILITIES, KNOWLEDGE, AND SKILLS REQUIRED**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Basic electromechanical troubleshooting skills</li> <li>• Ability to read standard and metric tape measures</li> <li>• Experience operating production equipment</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to work as part of team</li> <li>• Reading comprehension</li> </ul> |
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**PHYSICAL REQUIREMENTS**

***In an average work day, Folder Gluer Operator is in these positions for the following number of hours per day.***

- |         |   |                                      |   |                                       |
|---------|---|--------------------------------------|---|---------------------------------------|
| • Sit   | <input checked="" type="checkbox"/> 0 - 1 hours | <input type="checkbox"/> 2 - 4 hours | <input type="checkbox"/> 5 - 7 hours            | <input type="checkbox"/> 8 - 10 hours |
| • Stand | <input type="checkbox"/> 0 - 1 hours            | <input type="checkbox"/> 2 - 4 hours | <input checked="" type="checkbox"/> 5 - 7 hours | <input type="checkbox"/> 8 - 10 hours |
| • Walk  | <input type="checkbox"/> 0 - 1 hours            | <input type="checkbox"/> 2 - 4 hours | <input checked="" type="checkbox"/> 5 - 7 hours | <input type="checkbox"/> 8 - 10 hours |

***In an average work day, Folder Gluer Operator must have the following abilities.***

- |                               | As Needed                | Occasionally<br>(15 min. - 2½<br>hr.) | Frequently<br>(2½ hr. - 5½ hr.)     | Constantly<br>(Over 5½ hr.) |
|-------------------------------|--------------------------|---------------------------------------|-------------------------------------|-----------------------------|
| • Lift/Carry less than 40lbs. | <input type="checkbox"/> | <input type="checkbox"/>              | <input checked="" type="checkbox"/> | <input type="checkbox"/>    |
| • Lift/Carry 40+ lbs.         | <input type="checkbox"/> | <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>    |
| • Manual Dexterity            | <input type="checkbox"/> | <input checked="" type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/>    |

**WORK ENVIRONMENT**

All work is performed in an indoor, climate and temperature controlled, packaging facility with close proximity to heavy and hazardous machinery.

**APPROVED BY**

(Name)

(Signature)

(Title)

(Date)

**\*\*\*\*Disclaimer:** The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Wingate Packaging, Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. \*\*\*\*