

Job Title	Die Cut Operator	Position Type	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union
Division/Department	Operations	Location	All Wingate Packaging Locations	
Reports to	Plant Manager	Supervisor of	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 Sheet fed Die Cut 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 Operations 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.
- Read production order forms and produce products according to company and customer specifications
- Responsible for press make ready: adjust press to accommodate for new product sheets being cut (set feeder, lock up die, set stripper, blanker, and delivery).
- Inspect sample cuts to determine conformity to specifications and quality requirements.
- When cutting problems are encountered, Pressman is to flag and isolate poorly produced materials (all defective loads are to be tagged).
- Preparation, storage and repair of dies.
- Place finished work on designated pallets for next downstream process.
- Performs all tasks according to the production schedule.
- 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
- 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 Sheet fed Die cutter is preferred.**CERTIFICATION OR LICENSURE REQUIREMENTS:** None.**ABILITIES, KNOWLEDGE, AND SKILLS REQUIRED**

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

PHYSICAL REQUIREMENTS***In an average work day, Die Cut 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, Die Cut Operator must have the following abilities.

- | | As Needed | Occasionally
(15 min. - 2½
hr.) | Frequently
(2½ hr. - 5½ hr.) | Constantly
(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. ****