



JOB DESCRIPTION

JOB TITLE: GENERAL LABORER

REPORTS TO: DEPT. MANAGER

Objective: To assist in the efficient processing of materials that meet the quality standards and specifications of our customers with maximum safety, productivity, and minimum scrap or defects.

- Work directly with other *ADfilm* employees to maintain a safe, professional, confidential and productive operation by following established policies and procedures.
- You may be assigned to one or more duties in the following areas:

Coater Dept.

- Load/ unload unwind station
- Load/unload rewind station
- Rewind operation
- Splices
- Change Filters
- Material handling

Converting Dept

- Cut cores and for your shift and set up for at least 1 hour of next shift
- Load/unload jumbo rolls on unwind of machine
- Label finished rolls accurately as specified by work order
- Remove finished rolls from unloading trees
- Package finished rolls as specified on work order - Proper size pallet, box, skid pack, labeling, etc.)
- After packaging finished rolls remove pallet from slitting area to finishing area

Material Handling

- Stage needed rolls at each machine
- Keep slitters stocked with core and box material
- Move finished goods pallets from the slitters to shipping or stockroom staging areas
- Move all finished jumbo rolls from the coating department to storage
- Load and unload trucks.
 - Properly store all goods in designated areas by product
 - Complete and route necessary forms to appropriate person
 - Perform safety checks on forklifts
- Empty ALL trash bins on each shift
- Operate compactor
- Make boxes as needed

Shipping/Receiving Dept.

- Load/unload trucks
- Properly store all inbound production and support material
- Identify, pull and label all inventoried items needed for customer orders
- Accurately scan customer product
- Band and/or stretch wrap all products for safe and stable shipment
- Identify and store stock goods in designated storage area
- Maintain finished goods inventory in a safe and orderly fashion
- Box or cover all rolls for protection and cleanliness

- Follow all safety rules, including wearing proper hearing and foot protection.
- Safely operate industrial lift trucks
- Clean, sweep and general housekeeping duties to maintain a safe and clean environment
- Perform any other additional duties assigned or as required to maintain a smooth and efficient operation.

Job Requirements:

- Oral and written English language literate
- High school graduate, GED equivalent.
- Ability to use a tape measure
- Physical requirements: While performing the duties of this job, employee regularly stands and moves around the building; uses hand and fingers to feel objects, tools, or controls; reaches with hands and arms above the shoulder and below the waist; stoops, kneels or crouches; occasionally/frequently lifts up to 50 pounds 48 inches high.

Work Environment:

- Work is performed in a manufacturing environment. Employee may work in different work areas or on machines as production needs require. The noise level is loud and the temperature is often hot.

This job description reflects management's assignment of essential functions; it does not restrict the tasks that may be assigned.