



Mission:

At Lewcott, we are committed to apply our know-how and creative energy to provide our customers with products and services of consistent high quality. We pledge to maintain an open and proactive environment toward our customers, our suppliers, our co-workers as well as committed to the on-going process of continuous improvement.

Values:

- Excellence** We will energetically deliver outstanding products and services.
- Integrity** We will consistently think, say and do what is right.
- Respect** We will treasure all helpful people, ideas and organizations.
- Innovation** We will enthusiastically create and embrace positive change.

Job Description

Job Title: **Coater – 3rd shift**

Department: Production

Date: March 14, 2011

Work Location/Shift (if applicable): 3rd shift 10pm – 6am Monday through Friday
NOTE: depending upon business needs, this position may change to a 12 hour shift rotating 3, 2, 2 night shift (36 hours one week, 48 the next), including every other weekend.

Position Reports to: Manufacturing Supervisor

FLSA Status: Non-Exempt X Exempt ___
(eligible for OT) (not eligible for OT)

SUMMARY DESCRIPTION OF THIS POSITION:

Through working knowledge of the proper operation of the equipment, the trained Coater will ensure the operation of the treater will produce materials within acceptable specification parameters in a safe and efficient manner. This individual will be training to become a Lead Coater. Will also be flexible to work in other areas as needed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Responsible for the startup, operation, clean up and shut down of the treater
- Follows precise test procedures as outlined in the Lewcott Test Procedure Document QCP's Rev B
- Completes all documentation during and upon completion of production runs as required
- Verifies correct material is being utilized
- Verifies quality and reports issues/defects to Supervisor
- Assists Lead Person or Supervisor with assigned tasks
- Maintain a safe and orderly work area
- Ensure all equipment and work areas are clean and set up for the following shift upon completion of the shift
- Set up and monitor materials during a run

- Packages, labels and places on skids and bands finished rolls as required
- Cleans equipment with appropriate solvent, including but not limited to, winder rolls, dip tank and squeeze rolls.
- Disposes of solvents into proper hazardous waste containers
- Operates Hoist
- Operates Forktruck and Pallet truck
- Responsible for proper staging of material.
- Maintain a safe and orderly work area

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education & Experience Requirements:

High School Diploma or equivalent GED and 2+ years machine operator experience in a manufacturing production environment. Individual must be able to clearly speak and read directions in English. Must also be dependable and willing to learn and train.

Knowledge, Skills and Abilities Requirements:

Dependable team player with excellent attention to details. Reliable and safety conscious individual with good English communication skills; who is able to read and understand directions and communicate to coworkers. Must commit to the work schedule outlined above, be willing to learn and train, have reliable transportation and be able to complete the required I-9 form verifying citizenship and employment eligibility.

Physical Requirements:

Moving, bending, pushing and lifting up to 60 lbs.

Individual will operate coating equipment/machines requiring personal protective equipment and working around and with hazardous chemicals and loud machine noises

DISCLAIMERS

This job profile identified the general duties and minimum level of skills required to perform this job. It is not intended to represent comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned. This job profile does NOT alter the at-will employment status and it does NOT create an employment contract, implied or otherwise.