



Job Description

JOB TITLE: Forming Machine Operator

DEPARTMENT: Production

REPORTS TO: Plant Manager

FLSA STATUS: Hourly

Duties:

Safety

- Ensures equipment used in forming process is operated properly and all safety mechanisms and guards are in place.
- Understands how to handle machine properly during an emergency, which includes power outages, machine failure, workplace injuries, etc.
- Follows plant safety procedures and guidelines; informs supervisor of safety issues; reports any workplace injury or incident immediately; wears and utilizes personal protective equipment (PPE) as required.
- Mentors other machine operators and inspector-packers on safety procedures and guidelines
- Understands and performs Lock-out/Tag-out procedures and how to mentor this topic to other employees.

Quality

- Ensures that all product manufactured on assigned machine is within Company quality limits; immediately recognizes quality issues and takes action; operates at or below Company scrap targets.
- Ensures crusher line is properly hooked to the appropriate tank in reprocessing area; when applicable, cleans skeleton crusher to eliminate possibility of repro flake tank contamination; marks crusher with appropriate tank label.
- Assists with in-line inspection when necessary; completes any re-inspection that is ordered due to quality issues from assigned line.
- Follows plant quality practices including Good Manufacturing Practices, or GMP's.

Productivity

- Under very little supervision, operates one or two forming machines simultaneously and conducts mentoring with other machine operators.



- Adjusts machine components to regulate speeds, pressures, and temperatures, and amounts, dimensions, and flow of materials.
- Monitors machine operations and observes lights and gauges in order to detect malfunctions; presses control buttons to activate machinery and equipment.
- Turns controls to adjust machine functions, such as regulating air pressure, creating vacuums, and adjusting coolant flow.
- Synchronizes speeds of sections of machines when producing products involving several steps or processes.
- Executes advanced troubleshooting activities for thermoforming and related processes.
- Works to achieve standard daily output rate when operating machine.
- Enters information into plant Real Time Monitoring System (RTM); uses the plant's AGV system to order/store rolls.
- Puts material onto and loads machine; delivers pallets of finished goods to proper area; builds carton boxes.
- Provides advanced troubleshooting to alleviate machine or forming issues and conducts adjustments as required; assists Maintenance and/or Set-up Technicians with machine issues as needed.

General & Administrative

- No direct supervision responsibilities, however this individual provides mentoring to other machine operators and participates in the on-board training (OBT) training process; also indirectly coordinates the work of assigned inspector-packers.
- Completes and fills out daily logs, forming condition sheets, heater checklists, locator cards and other assigned paperwork; completes all assigned cleaning/preventive maintenance tasks.
- Immediately notifies supervisor of any/all processing or maintenance problems on assigned line.
- Reports to work on-time and follows Eatery Essentials attendance policy and guidelines.
- Assists Forming Supervisor with other tasks and/or projects as requested.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities (KSA) required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.



EXPERIENCE, EDUCATION AND/OR LICENSING/CERTIFICATION

- HS Diploma/GED
- 12 to 24 months of experience as a Forming Machine Operator – 3, or related experience
- Successfully completed all requirements from the respective Forming Operator Check sheet
- Ability to perform general to advanced machine maintenance
- Able to work in a fast-paced manufacturing environment
- Experience or ability in mentoring and training
- Self-directed and independent with strong communication skills

COMPETENCIES REQUIRED

- Customer Focus – Knows the customer is always first; strives for high customer satisfaction; goes out of the way to be helpful and pleasant; manages difficult customer situations; responds promptly to customer needs.
- Integrity – Supports Governance and Compliance programs and company code of conduct. Maintains confidentiality; inspires respect and trust; does the right thing; reports potentially unsafe conditions; takes responsibility for own actions.
- Teamwork – Works well in group situations; supports everyone’s efforts to succeed; contributes to building a positive team environment; shares expertise with others; is consistently on time at work...
- Communication – Balances listening and talking; speaks and writes clearly and accurately, influences others; communicates changes and progress; participates in meetings.
- Respect for the individual – Shows respect and sensitivity for cultural differences; educates others on the value of diversity; focuses on solving conflict, not blaming.
- Data & process-driven decision making – Applies design principles; quality problem solving; develops alternate solutions; develops realistic action plans; develops strategies to achieve organizational goals.
- Urgency without frenzy – Generates creative solutions; manages competing demands or unexpected events; adapts strategy to changing conditions; prioritizes and plans work activities; sets goals and objectives.
- Accountability – Takes ownership of work; does what is needed without being asked; follows through;
- Takes responsibility for own actions; ensures work responsibility is covered when absent; observes safety and security procedures.
- Continuous Improvement – Thinks of better ways to do things; understands the organization’s



strengths and weaknesses; adapts to changes in work environment; ability to assess own strength and needs; strives to continuously build knowledge and skills.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. Currency and weight measurement, volume, and distance.

REASONING ABILITIES

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee exerts up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects. Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and stoop; kneel, crouch or crawl.

WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to extreme heat. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually loud.



Eatery Essentials is the U.S. subsidiary of the Vigour Group of Taiwan. Our sister company is a \$120 Million world-class manufacturer of paper and plastic cups and containers.

Vigour has one of the most state-of-the art paper manufacturing facilities in the world today utilizing highly automated German equipment to manufacture paper hot cups, paper cold cups, paper soup containers and double wall paper hot cups. We only utilize U.S. made paperboard (from IP or MeadWestvaco mainly) to ensure FDA and FSC certifications and our quality is comparable to any domestic manufacturer.

Just up the road, our parent company manufactures plastic cups and containers - plastic drink cups, round and square plastic deli containers, plastic hinged lid containers, tamper evident containers, plastic salad bowls, cake packaging and more.

Due to our excellent quality, competitive pricing, and guarantee of continuity of supply via our domestic distribution centers, we have attracted several large, high profile customers over the past several months. We also design, develop and sell a variety of custom packaging items to food processors and supermarket/grocery/wholesale club customers around the country.

We are adding U.S. manufacturing in the Dallas area in 2020. Our goal is to have 3 regional manufacturing plants in the U.S. within 10 years. We have also recently acquired some new technology that will allow us to produce some unique, innovative foodservice products.

We currently have three distribution centers - West Coast (Ontario, CA) and East Coast (Edison, NJ and Hickory, NC). With the opening of our Dallas manufacturing plant we will have an additional distribution center in Texas to cover the middle of the country.

Learn more about the company and our products at – www.eateryessentials.com.

Eatery Essentials is an Equal Opportunity/Affirmative Action Employer. All applicants will be considered for employment without regard to race, color, religion, gender, national origin, disability, protected Veteran status or any other characteristic protected by federal, state or local law.