



<b>Prepared BY</b> Scott McKay	<b>LOCATION OF WORK</b> 355 Ledge Rd. Macedonia OH	<b>DATE</b> 3/15/18	<b>Date Implemented</b>
<b>POSITION TITLE</b> Slitter Helper		<b>SALARY RANGE</b> <b>MIN</b> <b>MID</b>	
Approved by:		<b>Type of Position</b> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	
<b>DUTIES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Set up and operate uncoiler and recoiler controls and arms</li> <li>• To assist operator on operation of slitter and assisting equipment.</li> <li>• Properly tag customer size on cuts to be packaged.</li> <li>• To inspect the material as it is running for proper quality per order.</li> <li>• Help craneman with packaging.</li> <li>• Follow all safety procedures while operating and assisting equipment. i.e. coil cart, banding tools overhead cranes.</li> <li>• Assist where needed when slitter is not running.</li> <li>• Other duties as assigned</li> <li>• Maintain proper housekeeping in work area.</li> </ul>			
<b>QUALIFICATIONS (EDUCATION/EXPERIENCE)</b> <ul style="list-style-type: none"> <li>• Ability to operate uncoiler and recoiler controls and arms.</li> <li>• Able to use and understand micrometer, calipers to check width and gauge.</li> <li>• Able to understand quality of material and work per customers specifications.</li> <li>• Ability to run an overhead crane.</li> <li>• Understand how to run all banding equipment.</li> <li>• Ability to produce quality cuts.</li> <li>• Ability to understand work order and perform work required.</li> <li>• Preferred a minimum of three years of experience.</li> <li>• HS Diploma or GED required.</li> <li>• Must have strong mechanical ability and aptitude.</li> <li>• Able to be standing for the entirety of work time.</li> <li>• Able to lift 50 pound continually thru shift.</li> </ul>			
<b>WILL REPORT TO (NAME AND TITLE)</b>		<b>TO BE INTERVIEWED BY</b>	
<b>DEPT. HEAD SIGNATURE</b>		<b>HR MANAGER SIGNATURE</b>	
<b>PRESIDENT SIGNATURE</b>		<b>CEO SIGNATURE</b>	