



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