



**N.E.W. PLASTICS CORP.**

**Job Title:** Material Handler  
**Department:** Production  
**Reports To:** Shift Leader  
**Updated:** March 2021

### **HOURLY PAY**

Starting at \$15.50 an hour.

Shift premium of \$0.75/hr for 2nd shift.

Shift premium of \$1.25/hr for 3rd shift.

### **SHIFT AVAILABILITY**

1st Shift: Monday-Friday 7:30am to 3:00pm

12 Hour Weekend Shift: Friday-Sunday (work 36 hours get paid for 40)

### **PRIMARY PURPOSE**

This position utilizes forklift and other equipment to control the material process on the production floor. The role provides material handling, grinding and mixing support to the production floor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Correctly mix material, set up, and control blender systems to ensure a supply of material is available for production.
2. Writes routine reports, presents information, and responds to questions from production floor personnel.
3. Interprets a variety of instructions and uses reasoning to determine the most likely cause of a problem in a machine and implement the solution.
4. Applies basic mathematics and conversions.
5. Performs color changes, clean filters, magnets and machines assigned according to standard processes.
6. Utilizes equipment and understands the vacuum system, troubleshooting the system as needed.
7. Keeps the production floor clean and looks for ways of improving plant operations.
8. Responsible for routine maintenance on the grinders including greasing and changing blades as needed.
9. Handles warehouse duties when needed.
10. Promotes and follows all safety and Good Manufacturing Practices (GMP).
11. Actively participate in group discussions.

### **QUALIFICATIONS**

1. High school diploma or equivalent preferred - able to be certified on forklift.
2. Communicate clearly and concisely.
3. Able to multitask effectively.
4. Manage and complete projects with minimal supervision.
5. Ability to work additional hours if necessary.