

# **Material Handler**

Purpose:

To maintain machine material levels to prevent machine downtime

Responsibilities:

- Maintain grinding program
- Track materials and material usage
- Mix materials within established parameters
- Monitor and correct material levels
- Monitor material equipment and notify foreman of faulty equipment
- Perform material changeovers / color changes
- Keep accurate material inventory
- Maintain warehouse cleanliness
- Assist foreman or assistant foreman on an as needed basis
- Assist in training of other personnel as needed
- Perform any housekeeping duties as assigned by foreman, or acting foreman
- Perform other duties as required

Job Requirements

Qualifications

- Good Math skills
- Basic Computer skills
- Proficient in reading writing and speaking English
- Possess basic knowledge of hand tools and their uses
- Possess a minimum of 1 year in a manufacturing environment
- Capable of maintaining an attendance record within company guidelines and working overtime as needed
- Must possess a strong commitment the company and to the production of a quality product
- Basic knowledge of vacuum loaders, gravimetric loaders, granulators, hoppers, dryer units and warehousing a plus.

Physical demands of job include but are not limited to the following

- Capable of physical mobility including sitting, bending, twisting, standing, and lifting.
- Must be able to regularly lift and/or move 55lbs.
- Occasionally move items weighing 75-100 lbs.