



**POSITION/TITLE:** Converting Utility

**POSITION SUMMARY:**

Uses schedule to identify rolls to be converted. Stocks rolls to set up bag machines. Communicates with warehouse and other departments as needed. Removes full skids of bags, stocks machines with supplies. Complies with customer specifications for each job; meets or exceeds production goals and expectations for each job produced.

**KEY JOB RESPONSIBILITIES:**

- Follows schedule, identifies rolls to be converted, keeps machine loaded with rolls
- Remove finished pallets of bags from machines
- Empty, label, weigh, record scrap gaylords from converting and press; replenish empty gaylords
- Cut down cores
- Band cardboard scrap and stage at dock for shipment
- Wrap finished goods
- Sweep converting and warehouse areas; remove any trash from floor
- Replenish supply shelves in converting with back boards, wickets, spools, other materials
- Wipe down exhaust hoods above bag machines that are not operating
- Complies with customer specifications for each job.
- Meets or exceeds production expectations for each job produced.
- Complies with standard operating procedures, quality procedures and safety procedures.
- Records production data as required.
- Reports any equipment issues or non-conforming product issues that lead operator cannot resolve to maintenance or to supervisor.
- Trains other utility employees as needed.
- Other duties, as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to use a ruler or tape measure to measure in Imperial and metric increments.
- Ability to learn, navigate and use all proprietary company and equipment software.
- Good verbal and written communication skills.
- Ability to work effectively with customers and other employees.
- Must possess excellent skills in working in a team environment.

**EDUCATION/WORK EXPERIENCE:**

- High school diploma or equivalent
- Mechanical experience troubleshooting or repairing equipment
- Experience in manufacturing environment preferred.