



**POSITION/TITLE:** Converting Operator

**POSITION SUMMARY:**

Produces bags using converting machines; complies with customer specifications for each job; meets or exceeds production goals and expectations for each job produced. Must follow all safety programs, policies and procedures and work safely.

**KEY JOB RESPONSIBILITIES:**

- Produces bags using converting machines.
- Complies with customer specifications for each job, measuring bags as specified and checking quality as required.
- Meets or exceeds production expectations for each job produced to meet schedules and customer requirements.
- Complies with standard operating procedures, quality procedures and safety procedures, including but not limited to personal protective equipment, job hazard assessments, machine guarding, material handling, safe lifting, plant safety rules and environmental regulations.
- Records production data as required.
- Assembles cardboard boxes, packs bags in boxes.
- Minimizes waste generated as a result of production process, complies with sustainability goals.
- Reports any equipment issues or non-conforming product issues to lead operator or to supervisor.
- Works to improve productivity, quality, environmental health and safety, sustainability and the overall condition of the workplace.
- Maintains neat, clean and tidy workspace. Keeps supplies and materials organized.
- Assists in training other operators 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. Must be able to measure to 1/16<sup>th</sup> of an inch and in millimeters.
- 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
- Experience in manufacturing environment preferred.