



Job Title: Bag Making Machine Assistant

Location: Bardstown, KY

Reports To: Supervisor

Wage:

Hourly (Non-Exempt)

Classification: Full Time

Division: Direct Manufacturing

### **Job Summary**

This position consists of performing all duties associated with assisting the Machine Operator in the operation of the bag making machine, to include set-up, clean down, roll changing and quality of production. This position also includes maintaining accurate production records and assisting the inspector.

### **Job Responsibilities**

- Reviews the schedule to ensure supplies, tooling, and ink jet are staged for upcoming jobs to minimize make ready time for the next job on press.
- Responsible for completing all related procedures, work instructions, and quality measurements
- Helps machine change over from job to job.
- Monitor machine while running in absence of Machine Operator.
- Completes required documentation in an accurate and prompt manner.
- Responsible for completing all required quality checks related to produce specifications, visual, and functional checks.
- Learns all facets of running the bag making machine to prepare for becoming a Machine Operator.
- Other duties as assigned
- Maintain the 7S standard during your shift.

### **Requirements**

High School Diploma or equivalent; Associate Degree or Technical Degree or certification preferred.  
Manufacturing 5+ years

### **Core Competencies**

Understanding of cGMP  
Understanding of work-based instructions  
Technical and Behavioral Skills/Analytical  
Good manual skills  
Computer Skills  
Attention to detail  
Team Player  
Numerical skills  
Interact with persons of various social and cultural backgrounds.  
Communications Skills  
Drive  
7S

**Working Conditions**

- Must wear proper PPE (Personal Protective and Product Protective)
- Must adhere to all food grade requirements
- Perform effectively under conditions of fluctuating workload; must respond accordingly
- Exposure to moving machinery and equipment

**Physical Demands**

- Moderate climbing up to 10' height
- Alternate stand/sit frequently
- Lifting up to 50 lbs.

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Employee Name - printed

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Employee Signature / Date

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Manager Signature      Date