|  |  |
| --- | --- |
| **POSITION:** | **Tool Prep Technician** |

**Summary**: This position works closely with the Supervisor in a team environment with employees; providing training, support, and assistance to employees, for the purpose of helping employees and the shift to meet quality, SAFETY, production goals, and standards. This leadership position is technical in nature and responsible for the overall output and quality of all production lines. The successful will consistently perform duties in a SAFE and professional manner, meet production goals and standards, forestall safety hazards, diligently train shift Operators and other employees, and provide shift 3-month average run efficiencies of 90% or greater.

**Duties and Responsibilities:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual is expected to perform each essential function satisfactorily.

* Assembles and prepares molds and trim tools to be inserted into the production lines.
* Inspect and verify all tools are correct as per work order
* Dies sharpening
* Inspect tools and identify issues and make minor repairs as required
* Basic tool repairs, cleaning, and maintenance.
* Labels, warehouses, and maintains accurate records for each customers tooling
* Minor troubleshooting of equipment
* Identifies problems, provide input to solutions, and initiate corrective action to prevent occurrence of any non-conformities relating to tool prep processes
* Maintain proper housekeeping
* Preform all work in a safe manner and comply with the safety and quality (GMP) policies
* Any other duties assigned by manager

**Work Relationship:**

Reports to:

Leads or supervises:

Cooperates with teams:

**Qualifications:**

* Strong mechanical and hand-eye coordination
* Excellent operator of hand and precision tools
* Work in fast paced environment doing multiple tasks and repetitive work
* Able to drive and work various mechanical equipment (forklift, crane, hand tools, saws, drills, etc.)
* Manufacturing or industrial experience preferred

**Physical Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTIVITY | NEVER  0 HOURS | OCCASIONALLY  Up to 3 hours | FREQUENTLY  3 – 6 hours | CONSTANTLY  6 – 8+ hours |
| Sitting | √ |  |  |  |
| Walking |  |  | √ |  |
| Standing |  |  |  | √ |
| Bending (neck) |  |  | √ |  |
| Bending (waist) |  |  | √ |  |
| Squatting |  | √ |  |  |
| Climbing |  | √ |  |  |
| Kneeling |  | √ |  |  |
| Crawling |  | √ |  |  |
| Twisting (neck) |  |  |  | √ |
| Twisting (waist) |  |  | √ |  |
| Hand Use: Dominant hand  Right Left |  |  |  | √ |
| Is repetitive use of hand required? |  |  |  | √ |
| Simple Grasping (right hand) |  |  |  | √ |
| Simple Grasping (left hand) |  |  |  | √ |
| Power Grasping (right hand) |  |  |  | √ |
| Power Grasping (left hand) |  |  |  | √ |
| Fine Manipulation (right hand) |  | √ |  |  |
| Fine Manipulation (left hand) |  | √ |  |  |
| {Pushing & Pulling (right hand) |  |  |  | √ |
| Pushing & Pulling (left hand) |  |  |  | √ |
| Reaching (above shoulder level) |  |  |  | √ |
| Reaching (below shoulder level) |  |  |  | √ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LIFTING** | NEVER  0 HOURS | OCCASIONALLY  Up to 3 hours | FREQUENTLY  3 – 6 hours | CONSTANTLY  6 – 8+ hours |
| 0 – 10 lbs. |  |  |  | √ |
| 11-25 lbs. |  |  |  | √ |
| 26-50 lbs. |  |  |  | √ |
| 51-75 lbs. | √ |  |  |  |
| 76-100 lbs. | √ |  |  |  |
| 100 + lbs. | √ |  |  |  |
| **CARRYING** |  |  | V |  |
| 0 – 10 lbs. |  | √ |  |  |
| 11-25 lbs. |  | √ |  |  |
| 26-50 lbs. |  | √ |  |  |
| 51-75 lbs. | √ |  |  |  |
| 76-100 lbs. | √ |  |  |  |
| 100 + lbs. | √ |  |  |  |

**Product Safety:**

It is the intent, objective, and philosophy of Pinnpack Packaging, LLC to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products. To ensure product safety, this position will:

* Adhere to Pinnpack’s GMP requirements.
* Advise employees to Pinnpack GMP requirements and counsel them to comply with Pinnpack’s product safety requirements and position specific product safety standards.

**Employee Acknowledgement**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

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Name Signature Date