

POSITION:**Tool Prep Technician**

Summary: Prepare tooling for production

Essential Duties and Responsibilities include the following:

- 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
- Perform all work in a safe manner and comply with the safety and quality (GMP) policies
- Any other duties assigned by manager

Product Safety

It is the intent, objective, and philosophy of PINNPACK Packaging to produce safe, legal and quality products. PINNPACK Industries 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
- Identify product and/or situations that risk product contamination
- Identify product and/or situations that violate cleaning and pest control requirements
- Help perform "change overs" according to established practices and routines
- Report equipment needing repair to supervision and avoid temporary repairs
- Make sure that any recent maintenance work was cleaned up and does not pose any risk to product
- Visually inspect raw materials for contamination
- Inform quality regarding nonconforming product so it can be segregated
- Make certain that no glass is brought into the facility
- Not store product or production equipment directly on the floor
- Only place goods in approved containers
- Not use PINNPACK containers for storing miscellaneous items
- Practice good hygiene and not eat, drink (water in plastic bottles is allowed) or use tobacco except in designated areas

Work Relationship:

Work with: tool prep technicians, setup techs toolshop staff

Reports to: Tooling Manager

Supervises: None

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

JOB DESCRIPTION

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 <input type="checkbox"/> Left <input type="checkbox"/>				√
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				
0 – 10 lbs.			√	
11-25 lbs.			√	
26-50 lbs.		√		
51-75 lbs.	√			
76-100 lbs.	√			
100 + lbs.	√			

Employee Acknowledgement:

I understand my duties and will perform them to the best of my ability. I also understand that the duties are not inclusive and may require additional duties that may arise out of my employment with PINNPACK Packaging..

Employee Signature

Date