

Bullseye Glass Co.
Job Description

Department: Production

Position: Production Material Handler

Lines of Responsibility:

Reports to: Floor Manager, PMH 2

Supervises: N/A

Essential Job Functions:

Pulling, staging remelt - forklift, off rack tips and tails, put back up. Stage boxes in PMH area for melters.

Process non-lehr glass (package pies, in-house frit) dump into a barrel

Crushing glass for remelt

Paperwork: give copies of paperwork to appropriate person/department

Process frit feedstock and deliver to appropriate person/department

Dump trash barrels for melters/hot/cold end glass into dumpster outside

Other Job Functions

Interdepartmental communications with: Warehouse, Production Scheduler, Batchroom and Sales

Inventory of glass for remelt

Operate glass crushing machine

Moving barrels

Working both outside and inside

Requisites (Education, Training, Experience, Skills)

HS degree

Forklift preferred

Ability to work alone or a small team

Good communication skills

Ability to lift 50-75 pounds

Training Period

Six months.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.

Lifting/carrying: Frequently. To move barrels (weighing approximately 500-600 pounds) around crushing area using barrel cart. To operate cullet crushing machine.

Lift boxes of tips and tail in staging area. To process non-lehr.

Handling/grasping: Frequently. To move glass barrels to staging area, load cullet

into crusher. To operate cullet crushing machine. To process non-lehr.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently.
Near vision: Frequently. To read pull documents and to document non-lehr glass into inventory.
Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees.
Time/deadline/shift/overtime requirement: Frequently. Job requires some coordination with other employees and supervisor.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job to avoid glass contamination.
Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.
Positive attitude: Continually. Essential while working closely with co-workers.

Operation of Equipment / Tools

Barrel Dolly: Frequently. To move the barrels of glass in the crushing or processing area.
Broom: Frequently. To maintain a clean work area.
Forklift: Frequently. To pull, stock or process remelt glass.
Measuring Utensils: Often. To measure weight of remelt
Shovel: Occasionally. To shovel glass cullet in and out of barrels.