

Bullseye Glass Co.

Job Description

Department: QC

Position: **Glass Trimmer, Grade 1**

Lines of Responsibility

Reports to: Quality supervisor
Supervises: N/A

Essential Job Functions

Set up Trimming area for daily production of glass.
Numbering and trimming all sheets of glass from the Lehr.
Preparation of daily fuse test bars.
Cutting and documentation of all chips for fuse test bars.
Accurate documentation of all entries into Lehr Log.
Properly wash glass
Preventative maintenance of strip cutter.
Timely communication of essential information to the glass forming crew.
Accurate documentation of Cart tags, Production reports and entry into the QC database.

Other Job Functions

Trimming of cut pieces at second trimming table.
Organization of glass tips & tails.
Monitoring & disposal of test patties.
General clean up of factory work area.

Requisites (Experience, Education, Training, Skills)

High school diploma or equivalent or six months of glass trimming experience.
Entry level position; requires no training or experience.
Good color perception; quality control experience helpful.
Must have excellent simple math skills.
Neat hand writing; detail oriented.

Training Period

Six months.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the factory areas.
Lifting/carrying: Frequently. To trim and wash sheet glass, to move carts around work area. Typical weight between 8 and 20 lbs., but up to 40lbs.
Handling/grasping: Frequently. To trim and wash sheet glass, to move carts around work area.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently. To trim and wash sheet glass, to produce documentation.
Near vision: Frequently. To trim and wash sheet glass, to inspect sheet glass, to label sheet glass, to produce documentation, and to make entries into the computer.
Far vision: Frequently. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees.

Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and coordination with other employees and supervisor.

Color Perception: Frequently. Must be able to detect color variations in sheet glass.

Attention to detail: Frequently. Accuracy is critical for all phases of the job.

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 in an environment with time constraints and working closely with co-workers.

Operation of Equipment / Tools

Glass Cutter: Frequently. To trim sheet glass.

Writing instruments: Frequently. To number glass sheets as they move down the lehr; to record information in the lehr log; to document cart tag information.

Employee Signature: _____
Date: / ____ / ____