

Bullseye Glass Co.
Job Description

Department: Warehouse

Position: **Flexer (Tekta/WH)**

Lines of Responsibility

Reports to: Warehouse Lead; Warehouse Supervisor; Production and Plant Manager

Supervises: N/A

Essential Job Functions – Tekta (5 hours/day)

Operate the buggy in a safe and efficient manner

Accurately load sheets of glass into the Lehr

Trim glass off of full ladle

Spread molten glass onto the rollers

Understand techniques for all thicknesses and widths

Ability to lift, push and pull 50 – 80 pounds

Assist in daily cleaning and closing procedures

Ability to be a team player

Understanding of the most common forming related defects that may occur in a sheet

Essential Job Functions – Warehouse (3 hours/day)

Stock sheet glass into bins

Pull sheet glass from bins per pull ticket

Pack sheet glass into crates

Build crates for glass to be packed in

Band cases together after packing

Stage crates using a pallet jack

Load crates onto truck using a forklift

Other Job Functions

General clean-up of warehouse/shipping work area

Inventory control

Glass cutting

Requisites (Education, Training, Experience, Skills)

High school diploma or equivalency

Must be a good listener and have the ability to follow verbal and written instructions

Must be able to identify colors and tints

Good communication skills

Ability to work with minimal supervision

Forklift experience helpful

Work well with numbers

Team player.
Good attention to detail.

Training Period

Three months.

Physical requirements / Use of Senses

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

Lifting/carrying: Frequently. To pull sheet glass from bin area; to stock sheet glass into bin area, to pack sheet glass into crates; to build crates and band packed crates. Typical weight between 8 and 40 lbs. Lifting molten glass in a ladle from the pot in the furnace to the forming table. Push and pull 80lbs of molten glass.

Handling/grasping: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates. Push and pull buggy/ladle. Using tools to form sheet glass.

Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.

Finger dexterity: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates. To operate buggy.

Near vision: Frequently. To stock sheet glass into bin area, to pull sheet glass from bin area, to read pull tickets, read written instructions, to build crates, pack sheet glass into crates, and band packed crates, must be able to identify colors and tints. To pull molten glass from furnace and into buggy.

Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

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

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

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

Critical judgment: Frequently. May need to identify problems or assess situations quickly.

Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

Bander: Frequently. To band packed crates together for shipment.

Cart: Frequently. To stack pulled glass on prior to packing.

Staple Gun: Frequently. To build wooden crates for packing glass.

Saw: Frequently. To cut wood to size for crate building.

Forklift: Occasionally to move crates and load onto trucks.

Pallet Jack: Frequently. To move and stage crates before loading onto trucks.

Casting ladle: Frequently. To cast glass out of the furnace to the forming table.

Spreading Bar: Frequently. To spread molten glass on forming table.

Industrial Scissors: to trim molten glass from ladle.