

Bullseye Glass Co.

Job Description

Department: Cut Downs

Position: **Quality Control**

Lines of Responsibility

Reports to: Quality Control Lead, Quality Control Supervisor
Supervises: N/A

Essential Job Functions

Trim sheet glass with strip cutter.
Numbering and trimming all sheets of glass.
Properly wash glass.
Preventative maintenance of strip cutter.
Timely communication of essential information to direct report.
Recognize full product line.
Understanding of basic grading standards.
Receiving inventory management/data entry.

Other Job Functions

Trimming of cut pieces at second trimming table.
Organization of glass waste stream management.
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 handwriting; detail oriented.
Ability to multi-task.
Must work well within a team setting and independently.
Must work well with minimal supervision.
Self-motivated.
Ability to follow instructions.
Good communication skills interdepartmentally.
Basic computer skills needed.

Training Period

3 weeks.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the factory areas. Standing. Stand to cut and number glass.
Lifting/carrying: Frequently. To trim and grade sheet glass. Typical weight is between 8 and 20 lbs. but can be up to 35lbs. (when carrying tips and tail boxes and billet boxes sporadically throughout the day) *
Pushing and Pulling*: to move carts around work area. Carts can weigh up to 500 lbs. when standing still. When pushing/pulling the cart, the force to push the cart on wheels is between 25 – 30 pounds; closer to 10-13 pounds while in motion. To move a 55-gallon drum barrel using a barrel dolly.
Handling/grasping: Frequently. To trim and grade sheet glass, to move carts around work area. To grasp strip cutter with palm of hand and exert pressure in order to score the glass.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently. To trim and grade sheet glass, to produce documentation.
Near vision: Frequently. To trim and grade 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 supervisors.

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.