

Bullseye Glass Co.

Job Description

Department: Assembled Goods

Position: **Small Packs**

Lines of Responsibility

Reports to: Assembled Goods Supervisor

Supervises: N/A

Essential Job Functions

Pulling, recording, stocking, cutting and labeling of glass.

Pull and record bundles of rods and various other products needed to assemble packs.

Knowledge of full product line and able to choose "interesting mixtures" of color for packs.

Correctly read and interpret daily quality reports for labeling curious and cut downs.

Accurately grade and label curious and cut down sheets from QC.

Maintain and organize cut down bins.

Safely and correctly operate Boterro cutting machine.

Proper use and operation of label database and printer

Accurately print box labels.

Correctly label and assemble boxes and packs.

Accurately complete production sheets and maintain production log.

Accurately receive, stock and report assembled goods from outside contractor

Timely communication with department supervisor.

Other Job Functions

Maintain inventory of small packs area supplies.

Maintain inventory of sheet glass for Fuse Class to cut down for stock.

Stock daily sheet glass inventory into warehouse bins

Keep storage mezzanine clean and organized.

Preventative maintenance of strip cutter and circle cutter.

Maintain a clean and organized work area.

Set up, tear down and stock mold shipments

Operate forklift

Requisites (Experience, Education, Training, Skills)

Entry level position; requires no training or experience

Good color perception.

Neat hand writing, detail orientated.

Ability to maintain organized work area.

Good decision-making skills

Forklift experience a plus

Ability to work well independently

Good attention to detail; Good quality control

Self Motivated

Works well with deadlines

Good number acuity.

Training Period

Six months to a year.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the work area.

Lifting/carrying: Frequently. To move sheet glass from bin areas to work area; to move and stock completed packs and products on shelves; typical weight between 8 and 50 lbs (glass and packs).

Handling/grasping: Frequently. To cut 10X10's and circles from sheet glass, to move sheet glass from bin areas to work area and operate tools common to the department.

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

Finger dexterity: Frequently. To cut down sheet glass and work with smaller pieces necessary to assemble sets and various products that go into packs.

Near vision: Frequently. To cut samples from sheet glass, to produce documentation.

Far vision: Frequently. For maneuvering about the facility.

Push/Pull: Occasionally. To maneuver 55 gallon drum barrels; barrels can weigh up to 350 lbs.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with supervisor and co-workers.

Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and coordination to efficiently produce pack and various other products.

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

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

Critical judgment: Frequently. Must be able to decide contents of packs based on available inventory. May also need to identify problems or assess situations

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

Ability to work alone as well as stay focused and self-motivated for extended periods of time

Operation of Equipment / Tools

Strip Cutter: Frequently. To cut samples from sheet glass.

Circle Cutter: Frequently. To cut circles from stock glass.

Hand Cutter/Running Pliers/Breaking Pliers: Frequently. To cut billets and sheet glass.

Tape Gun: Frequently. To assemble sample set boxes.

Scissors/Box Knives: Occasionally. To trim packing material for sample set boxes.

Writing instruments: Frequently. To accurately maintain sample set log and inventories.

Copies: Occasionally: To copy documents.

Label Gun: Frequently. To label glass.

Fork Lift: Occasionally. To move products up and down from the mezzanines and transport waste barrels.