



FLSA Status: Non-Exempt
Pay Grade: H-1
Revision Date: 10/3/14
Revision Number: 1

Title: Loader/Unloader
Department: Paint Operations
Reports To: Team Leader, Load/HD

Purpose of Job:

Loads or unloads parts in a safe and efficient manner.

Essential Job Functions and Performance Standards:

- Programs parts into the production system using the control box
- Verifies accuracy of labels and adjusts if necessary
- Uses pallet jack to transport parts.
- Cross-trains in other areas as required
- Complies with safety regulations and maintains clean and orderly work areas
- Assists with additional projects as directed
- Ensures production is flowing efficiently

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exposed to manufacturing floor elements such as noise, dust, odors, fumes, varying temperatures

Requirements:

Education:

Preferred

- High School diploma or GED



Licenses/Certificates: N/A

Experience: **Preferred**

- 1-2 years manufacturing experience

Skills:

- Ability to handle multiple tasks
- Ability to read, write and follow instructions in the English language
- Must be detail oriented and organized
- Must be able to work independently

Physical Demands: The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly uses hands to manipulate tools, controls and computer keyboard
- Required to regularly walk, stand, bend, reach with hands and arms out and move continually during working hours
- Regularly climbs, balances and stoops
- Occasionally lifts from floor level to heights of up to 36 inches
- Occasionally lifts objects up to 50 pounds

The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities and requirements. Nothing in this job description should be construed to limit the power of the company to repeal or modify any part of this job description at any time. This document is not intended to create a contract between American Autocoat and its employees.

Employee Name

Supervisor Name

Employee Acknowledgment (signature & date)

Supervisor Acknowledgment (signature & date)