

## **POSITION DESCRIPTION**

**TITLE:** Material Handler  
**DEPARTMENT:** Molding Plants  
**REPORTS TO:** Shift Foreman / Plant Manager

### **OVERALL ROLE:**

This position is responsible for ensuring accuracy in maintaining adequate levels of raw materials in the molding plants and in moving finished goods into warehouse areas.

### **ESSENTIAL RESPONSIBILITIES:**

- Mixes resins, colors, and lubricants; maintains adequate material supplies by filling hoppers
- Fills skids as needed and moves finished goods into warehouse by accurately completing inventory transactions
- Cleans auxiliary equipment
- Transports molds to and from storage areas and/or Tool Rooms
- May assist with mold changes under direct supervision
- Promote safety by abiding by all related policies and procedures
- Helps maintain 5S and cleanliness in the Plant by doing assigned cleaning tasks
- May assume operator tasks as assigned
- Understands the importance of reducing scrap and follows Plant management instructions
- Make boxes and supply packaging to presses
- Moving materials using power pallet jack and forklift.
- This job description does not contain every function/responsibility that may be required for the performance of this job. All team members are required to perform other related duties/functions as assigned.
- All team members shall:
  - Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.
  - Continue to grow job specific knowledge and use tools to identify and assist with continuous improvement.
  - Comply with safety regulations and maintain clean and orderly work areas

### **PHYSICAL REQUIREMENTS:**

- **While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel.**
- **The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear.**
- **The employee is occasionally required to sit.**
- **The employee must frequently lift and/or move up to 50 pounds.**

### **QUALIFICATIONS:**

- High School diploma or G.E.D. certificate preferred
- Mechanical aptitude
- Must be able to lift 55 pounds on a regular basis
- Must be able to stand / walk for an entire eight hour shift
- Proficient in reading / writing English
- Basic Computer skills
- Basic math skills
- Good communication skills

Hoffer Plastics is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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