

Job Title: Student – Operator, Assembler 12 For Life

JOB OVERVIEW

The Student Operator, Assembler is a unique position that is an entry level position that may require the individual to do some minor assembly, and packaging of products. The student operators will be expected to learn other jobs with the expectation that they will obtain their high school diploma to advance into a higher-level jobs with Southwire/facility when positions become available.

GENERAL REQUIREMENTS

Enrolled in Qualifying High School

Must read, write, and speak English; Bilingual in Spanish is a plus Must be able to stand and lift heavy loads for long periods of time

Employee will be subjected to twisting, turning, repetitive motions for majority of shift Working knowledge and experience with MS Excel, MS Word, Data Entry, and SAP desirable Experience in a fast paced, high-volume manufacturing environment

Ability to work in a team-oriented environment Must be able to lift up to 45 lbs

Ability to work in a team-oriented environment

PRIMARY JOB TASKS

Adhere to quality service standards and comply with procedures, rules and regulations Must be able to work a 4 hour daily work schedule, to include holiday and weekends

Must be able to work under supervision and maintain ongoing communication with the supervisor and peers through verbal instruction and reports

Ensure materials are properly packaged Put scrap into the designated scrap bins

Read and comprehend production SOPs (Standard Operating Procedures) Set up equipment and ensure production materials are available

CROSS TRAINING

Once trained in more complex jobs, may be required to fill the position in the event of absence or vacancy Will be required to cross-train on equipment within your identified workgroup at your facility Will be required to rotate on asset frequency within your workgroup to maintain skill proficiency

QUALITY

Check all material before packaging to ensure that it is the correct material Do not release products until all quality checks have been passed Immediately report issues to the supervisor or quality manager

SAFETY

Working safely is a condition of employment Follow all safety procedures and rules Properly wear all required PPE

Review and know all Job Hazard Analyses for proper job sequence and hazards associated with the jobs assigned to do Review and know all Safety Data Sheets for the jobs assigned to do Maintain all work areas to 5s standards

Perform pre-operation safety inspection and hazard analysis

Follow all company environmental rules/procedures and handle all materials in manner designed to minimize environmental impact

PHYSICAL/ENVIRONMENTAL DEMANDS

Must be able to work in an environment with exposure to heat/cold conditions and levels of noise, and potential exposure to various industrial liquids, oils, gases, etc

Must be able to frequently or constantly lift up to 45 pounds and exert force throughout the shift Physical activity associated with daily performance of this job include: balance, climbing, fingering, grasping, hearing, kneeling, lifting, pulling, twisting, pushing, reaching, repetitive motions, standing, stooping, walking and sitting.

I have read and thoroughly understand the job description for the Student – Operator, Assembler (12 for Life).

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____