



\_\_\_\_\_ VP Operations/Principal  
 \_\_\_\_\_ QA Manager/SQF Practitioner  
 \_\_\_\_\_ QA Technician/SQF Practitioner

<b>Job Title:</b>	Lead Slitter/Rewinder Operator	<b>Position Type:</b>	Fulltime
<b>Department/Group :</b>	85 - Finishing	<b>Reports To:</b>	Finishing Department Manager
<b>Back Up:</b>	Slitter/Rewinder Operator	<b>Document #:</b>	JD85.4.3

**Job Description**

**Summary of Position**

Set up, operate, or tend machines that cut or slice materials. Ensure production job deadlines are met to qualifying standards while keeping department manager up-to-date with daily schedule.

**Role and Responsibilities**

- Examine and measure materials to verify conformance to specifications, using measuring devices such as rulers or scales (for sheeted jobs).
- Set up, operate, or tend machines that cut or slice materials
- Review work orders, specifications, or job samples to determine components, settings, and adjustments for cutting and slicing machines.
- Manually set cutting guides, clamps, and knives.
- Remove defective or substandard materials from machines and readjust machine components so that product meets standards.
- Press buttons, pull levers, or depress pedals to start and operate cutting and slicing machines.
- Adjust machine controls to alter position, alignment, speed, or pressure.
- Ensure boxing specifications are being met per job/customer's requirements.
- Maintain production records, such as quantities, types and dimensions of materials produced.
- Monitor operation of cutting or slicing machines to detect malfunctions or to determine whether supplies need replenishment.
- Ensure all team members are performing and meeting deadlines.
- Involve department manager with employee issues as needed.
- Train and audit team members on specific department procedures.
- Ensure preventive maintenance is completed timely.
- Ensure department remains SQF compliant.
- Perform end of month WIP/Inventory count.
- Communicate with supervisor on any non-conforming product.
- Ensure Food Safety procedures are in place. Slitter Rewinder Operator assumes role in Lead Slitter Rewinder Operator's absence.

**Qualifications and Education Requirements**

- Knowledge of raw materials, production processes, quality control, and other techniques for maximizing the effective manufacture and distribution of goods.
- High School diploma or equivalent

**Preferred Skills**

- Operation Monitoring, Operation Control, Quality Control Analysis, Critical Thinking, Equipment Maintenance, Reading Comprehension, Troubleshooting