



Approved by:
_____ VP Operations/Principal
_____ QA Manager/SQF Practitioner
_____ QA Technician/SQF Practitioner

Job Title:	Slitter/Rewinder	Position Type:	Fulltime
Department/Group:	85 - Finishing	Reports To:	Finishing Department Manager
Back Up:		Document #:	JD85.3.3

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

- Fill out all paperwork for Finishing and fill in Finishing section on spec card
- Insert single rolls of labels into individual dispenser boxes
- Shrink wrap and box rolls or stacks of labels, and put correct labels on outside of boxes; i.e., box description label, sample label and American flag label
- Print labels from computer and Zebra printer
- Set up scale, and scale any sheeted jobs
- Set up and rewind on tabletop
- Set up, run clean and do minor repairs on all Rotoflex slitters
- Measure and cut cores on the core cutter
- Put core labels, w.i.p. roll labels and inspection number labels in each core of every roll
- Keep finishing and core cutting area clean, which includes cleaning tabletops and slitting machines at the end of each shift.
- Empty garbage cans as needed
- Put all rejected labels into quarantine cart with internal non-conformance filled out
- Additional functions and requirements assigned by supervisors as deemed appropriate
- Tasks as directed by supervisor
- Ensure Food Safety procedures are in place. Packer assumes role in Slitter Rewinder Operator’s absence.

Qualifications and Education Requirements

- Must know how to read and understand a job jacket
- Will be assigned an inspection number

Preferred Skills

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