

<b>Job Title</b>	<i>Coater Operator</i>
<b>Employee Classification</b>	<i>Non-Exempt/Full-time</i>
<b>Employee Reports To</b>	<i>Production Supervisor</i>

### **Job Purpose**

The Coater Operator sets up and operates machine that applies inks and coatings to various rolled substrates.

### **Duties and Responsibilities**

#### Primary Duties

- Prepare, set up and operate machines that apply inks and coatings to rolled metals, PET, paper and liner according to specifications and instructions. Monitor quality, equipment, and perform product testing per procedure and compile results.
- Verify dimensions per specifications.
- Visually monitor machine and processed materials.
- Responsible for checking all information on production orders and completing quality checks on each job.
- Perform machine adjustments and routine maintenance.
- Prepare coating solutions per instructions, while maintaining a clean workstation & observing proper PPE.
- Load and unload materials on and off coating machine.
- Maintain daily log sheets.
- Keep work area, machines, tools, and equipment clean in orderly condition.
- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Meets productivity standards; completes work in a timely manner; strives to increase productivity.

#### Secondary Duties:

- Perform other duties as assigned
- Cross-train on other machines

### **Qualifications**

- High school diploma or equivalent
- Previous experience with Coating / Printing, preferred
- Ability to read and comprehend simple instructions, ability to write simple correspondence
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

- Must have organizational skills with an ability to prioritize and multi-task
- Must possess good problem-solving skills.
- Ability to communicate effectively both verbally and in writing
- While performing the duties in this role, the employee is regularly required to stand. The employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Ability to frequently lift and/or move up to 50 pounds.

### Direct Reports

- None

### Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications or physical demands associated with the position.

<b>Approved by:</b>	
<b>Employee Signature:</b>	
<b>Date Approved:</b>	