



Position: Scoring/Cutting Operator

Status: Non -Exempt

Reporting: Set Up Supervisor

Salary Range:

Description: Involved in all online operations with regard to the cutting department.

Key Functions

- **Set up, operate and maintain single and double scoring machines, corner cutters, guillotine cutters and sheeters**
- **Responsible for the quality and quantity of production.**
- **Provide training and support for new employees or those assigned new tasks.**
- **Maintain safety levels throughout department, informing employees of dangerous conditions and safety regulations.**
- **Assist senior staff as required to meet the goals of the work unit.**
- **Advise Set-Up Supervisor of job performance or employees under their direction.**
- **Suggests and implements improvements in safety, quality, and production.**
- **Ability to drive forklift in order to load and unload trailers as well as moving product throughout the plant**
- **Read orders, determine best cutout from raw material and cut order according to customer specification**

Other functions:

- * **Other duties as assigned**

Knowledge and Skills

- **Experience in corrugated or set-up box manufacturing a plus**
- **Basic mathematical and communication skills.**
- **Supervisory and instructional skills.**
- **Operational knowledge of all equipment used in the manufacture set-up boxes.**
- **Forklift certification**
- **Valid driver's license**
- **Some computer entry skills required**

Cutting Operator

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