

**“CONFIDENTIAL”**

<b>Title:</b>	<b>Manufacturing Operator</b>		
<b>Department:</b>	Operations – SL1 & SL2	<b>Date:</b>	02/2/2024
<b>Location:</b>	Gray Court, South Carolina	<b>Grade:</b>	Hourly
<b>Approval:</b>	<i>Mary Simon, Operations Manager</i>	<b>Date:</b>	02/2/2024

**1. PURPOSE OF THE JOB**

The **Manufacturing Operator** is responsible for operating the machines, with a team, to produce quality finished goods according to customer specifications and performance requirements.

**2. RESPONSIBILITIES AND AUTHORITIES (What you are supposed to do)**

- Perform set-up, start-up and shut-down of machines per Standard Operating Procedures (SOP)
- Must follow all Safety and company policies and procedures to ensure the safe performance of all assigned duties.
- Adhere to the Fibertex Nonwovens Quality Policy to ensure our products and services meet customer’s expectations
- Operate production equipment within the specified limits including SOCs.
- Monitor raw materials, product and equipment for defects or deviations.
- Perform routine maintenance and inspections of equipment to ensure safe, high quality, productive operation.
- Support a constructive team culture and contribute to a positive workplace.
- Maintain production records and monitors product quality against established control charts.
- Perform site-safety audits routinely as scheduled
- Keep area clean and orderly throughout the shift.

**3. QUALIFICATIONS AND COMPETENCIES**

(Skills you need to fulfill your responsibilities, including education and experience)

<b>Formal Education</b>	<input checked="" type="checkbox"/> High School or GED Equivalent <i>Required</i> <input checked="" type="checkbox"/> Associates Technical Degree a plus Work Keys not required - but a plus.
<b>Required Experience &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Manufacturing experience preferred. (Carding, needlepunch, and/or textile experience preferred)</li> <li>• Mechanical troubleshooting skills preferred.</li> <li>• Basic computer skills desired – keyboarding, Microsoft Office</li> <li>• Basic understanding of SAP/ERP systems</li> <li>• Must be able to work in fast environment and a team player</li> <li>• Forklift experience preferred or ability to become certified.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to lift up to 35 pounds, and be able to stand on concrete for long periods.</li><li>• Self-motivated and able to work with minimal supervision</li><li>• Able to work hours as needed, including a 12 hour rotating shift schedule (including every other weekend, OT and holidays)</li></ul>
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<b>Main Accountabilities</b>	This position reports to the Shift Team Leader with dotted line to Production Superintendent.
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I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date