

**D&K Group
Job Description**



TITLE: Slitter Operator
REPORTS TO: Converting Shift Supervisor
DEPARTMENT: Converting
LOCATION: 1320 Brummel

Summary of Duties: The slitter operator is responsible for the best utilization of the film allocated to the set up to complete the set up. The slitter operator must work in an efficient manner to achieve the highest level of production, while maintaining a high level of quality. Proper production reporting is essential.

Daily Functions:

1. Retrieve top set up on the schedule
2. Verify set up
3. Verify film to the set up and the correct master roll.
4. Give packer necessary documentation needed to have labels made.
5. Make sure proper size cores are placed correctly on the rewind shafts.
6. Make sure counter is set to the proper footage
7. Adjust machine accordingly.
8. Fill out necessary paperwork for packers and supervisors.

Other Responsibility:

1. Must maintain a clean and safe work environment.
2. Report all machine problems to supervisor or lead.
3. Must keep accurate productions reporting.
4. Other duties required by management.

Education, Experience and Skills Required:

1. High School Diploma or Equivalent.
2. Ability to read, write and communicate in English.
3. Must have good math skills.
4. Ability to lift 70 lbs.
5. Ability to read a tape measure.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents shall follow any other instructions and perform any other related duties as may be required by this position and management.