



Example of Production Equipment Operator Job Description

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Our company is looking for a production equipment operator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for production equipment operator

- Cutting large format paper to move into finishing processes
- Perform machine set up and operation on production equipment
- Regularly review safety and quality procedures, any other procedures in place
- Perform basic machine maintenance on a regular schedule
- Log and record daily production work sheets and production information and materials
- The operator will be trained as a Processing Operator I, performing all specified duties
- The Processing Operator I position includes 7 major tasks
- Set up and operate production equipment to produce special occasion items such as invitations, napkins, holiday cards
- Perform general housekeeping duties to keep work area clean and safe
- Work as a team to meet production goals and produce the best quality product possible in a safe and productive manner

Qualifications for production equipment operator

- Familiar with basic computer software
- A "hands-on" and energetic individual who enjoys challenges, fast pace, and dedicated to getting the job done
- Ability to perform basic production troubleshooting, partners with maintenance personnel on
- Complex problems, seeks advice and guidance on non-routine problems from

- Communication abilities, interpersonal skills, and a good work ethic