



Example of Production Line Operator Job Description

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

Responsibilities for production line operator

- Assist in training techs and operators as assigned
- Understand all safety hazards, and follow all safety rules and precautions
- Complete all required daily and weekly cleaning tasks per Master Cleaning Schedule procedures
- Participate on task forces, safety committee, as required
- Works closely with machine leads and site supervision, to manage raw materials to insure continuous production of finished products
- Utilizes the Oracle Transportation system to properly generate required shipping and postal documentation
- Implements and maintains all components of the Postage Payment Elective agreement (PPE) to comply with Postal regulations in the shipping of standard mail
- Weighs, as required, and put in proper location all raw materials
- Unloads trucks with raw materials in a timely and cost effective manner
- Enters receiving information into computer systems and prepare reports

Qualifications for production line operator

- A high school diploma or equivalent with 3+ years working experience in a manufacturing setting (high-speed manufacturing is preferred)
- Must be able to work up to twelve (12) hour shifts, both day and evening
- Must have the ability to lift up to fifty (50) pounds on occasion and regularly stand, reach, stoop, kneel, crouch or crawl. This position may also require climbing or balancing

- Use internal gages and manufacturing gages