

# Job Description



<b>Position Title:</b>	Production Operator Apprenticeship
<b>Department:</b>	Production
<b>Directly Reports To</b>	Production Manager
<b>Direct Reports:</b>	None
<b>Location:</b>	Lexington ,NC

<b>Job Summary</b>	<p>Undergo apprenticeship training and develop competences in the subject. To accept personal responsibility for attending external training and in completing course work in expected timeframes. Train in all aspects of a Production Operator and follow standard working policies. Maintain high levels of quality, safety and environmental awareness within the department.</p>
<b>Key Tasks and Responsibilities</b>	<ul style="list-style-type: none"><li>• Participates in training, retraining and continual improvement processes and methods</li><li>• Read standardized work instructions, operate machines, equipment and tools, and perform quality checks</li><li>• Work with production equipment using HMI (Human machine interface) to ensure machine conditions are as specified.</li><li>• Properly generate and organize production information and manage documentation as required (quality issues, changeover times, process improvements, SAP recording and etc.).</li><li>• Produce pre-production samples for quality approval</li><li>• Understand, support and execute all work in safe manner and contribute to a culture that promotes safety as its highest priority</li><li>• Support safety, quality, production and sustainability programs as needed by assisting investigation of issues that arise during the production process.</li><li>• Troubleshoots equipment and processing issues</li><li>• Maintain 5S organization in room and ensure the machine is adequately cleaned as needed</li><li>• Support in regular cleaning through the production process.</li><li>• Ability to work in a dynamic and fast-paced plant environment</li><li>• Strong desire to learn new technologies and enhance skillset</li></ul>
<b>Apprenticeship Program Details</b>	<ul style="list-style-type: none"><li>• This is a Two (2) year apprenticeship program</li><li>• The hands-on, supervised, apprenticeship will be conducted at Kurz Transfer Products</li><li>• The course work for this program will be held at DCCC on the assigned designated day</li></ul>
<b>Application Requirements</b>	<ul style="list-style-type: none"><li>• Letter of intent</li><li>• Resume or Curriculum Vitae</li><li>• Transcript</li></ul>

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Revised by: Shane Hollingsworth

