

**Classification**

NON - EXEMPT

**Position**

Foam Button Operator

**Reports to**

Foam Line Supervisor

**JOB DESCRIPTION****Summary/Objective**

The Button Operator role is responsible maintaining machine gage lengths for foam rolls and sheet orders.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to understand work order instructions
2. Must be able to remove completed logs and or sheets from the line
3. Must be able to package logs and or sheets into gaylords
4. Must be able to apply correct labels for shipment
5. Must be able to wrap packages for shipment
6. Perform visual inspection of log wind up
7. Maintain the work area and equipment in a clean orderly condition and follows prescribed safety regulations
8. Must be able to operate tow motor
9. Must be able to understand the button operations
10. Must be able to maintain focus on operations & quality in a fast-paced environment

**Competencies**

1. Ability to learn to use the schedule
2. Good math skills
3. Good written & verbal communication skills
4. Ability to read & write in English
5. Comprehension of written instructions
6. Good attention to details
7. An ability to safely lift up to 75 lbs. regularly
8. An ability to safely handle a utility knife and other hand tools as needed

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts. The noise level in the work environment can be loud at times due to running of machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to walk, sit; stoop, bend, kneel, crouch or crawl. The employee must frequently lift and/or move up to 75 pounds and have regular use of hands and fingers.



### **Position Type and Expected Hours of Work**

This is a full-time position.

The typical shifts are Monday through Friday: 1<sup>st</sup> 6:55 am – 3:05 pm; 2<sup>nd</sup> 2:55 pm – 11:05 pm; 3<sup>rd</sup> 10:55pm – 7:05 am. Additional overtime may be required to meet business demands.

### **Travel**

No travel is expected for this position

### **Required Education and Experience**

1. High School diploma or GED
2. Manufacturing experience is a plus

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

### **EEO Statement**

Novagard Solutions is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, color, religion, national origin, sex, disability, age, military and/or veteran status, genetic information, or on any basis which would be in violation of any applicable federal, state or local law. Novagard Solutions will make reasonable accommodations for qualified individuals with disabilities or religious needs unless doing so would result in an undue hardship to Novagard Solutions.

Any employee with questions or concerns about this Equal Employment Opportunity Policy and its implementation in the workplace is encouraged to bring the matter to the attention of the Human Resources Department. Novagard Solutions takes this policy seriously and will not retaliate against any employee who, in good faith, raises questions or concerns with respect to equal opportunity or any form of discrimination, or who assists in the investigation of such matters. Employees found to be engaging in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination, regardless of whether the conduct violates applicable law.