



**Job Description/Training Checklist**

**Grinder**

**Foundry Document #JDTC-30-002**

Revision No: 2  
Revision Date: 10/7/11  
Issue No: 1  
Issue Date: 9-16-02  
Page 1 of 3

**Position:** Grinder

**Reports To:** Foreman/Supervisor

**Minimum Qualifications (preferred):** High School Diploma, or equivalent, previous work-related skill, knowledge or experience is preferred.

The Grinder assures, to the best of his ability, casting meets customer’s requirements of quality and performance.

- Job responsibilities and duties for this position:
  - o Adheres to all plant safety rules and procedures.
  - o Visually inspects in-process and finished castings for non-conformance.
  - o De-gates, grinds, cleans, smoothes, blends, and polishes castings.
  - o Labels castings with appropriate information.
  - o Selects, loads, and adjusts work piece or abrasive parts onto equipment or worktable.
  - o Trims, scraps, deburrs castings.
  - o Tags, or otherwise identifies, and segregates suspect castings.
  - o Transfers castings to specified work areas or nonconforming/suspect area.
  - o Proper use of equipment, tools, and systems used while performing the duties of this position (i.e. Roto-blaster, Jib Crane & Overhead Cranes, Hand held Grinders, Inspection Devices, etc.
  - o Proper use of Hand Tools & miscellaneous tools used during the cleaning operation.
  - o Performs preventive maintenance on assigned foundry equipment.
  - o Records casting data on specified forms, as required.
  - o Properly segregates material removed from castings and transfers to appropriate locations.
  - o Properly disposes of abrasive materials after full-use life is reached.
  - o Miscellaneous duties as required by the position or foreman/supervisor.
  - o Sign out material/supplies properly.
  - o Maintains equipment.

<b>Reviewed / Approved By:</b>	<b>Title:</b>	<b>Date:</b>
--------------------------------	---------------	--------------



**Job Description/Training Checklist**

**Grinder**

**Foundry Document #JDTC-30-002**

Revision No: 2  
 Revision Date: 10/7/11  
 Issue No: 1  
 Issue Date: 9-16-02  
 Page 2 of 3

<b>Trent Mulloy</b>	<b>President</b>	<b>10/7/11</b>
Revised By: James Dykes	Quality Manager	10/7/11

<b>Employee Name:</b>			<b>Date of Hire:</b>
<b>Sponsor:</b>			<b>(or) Date of Transfer:</b>
<b>Date</b>	<b>Trainer</b>	<b>Trainee</b>	<b>Training Received (List Document #'s Reviewed)</b>
			1. Adheres to all Foundry Shop and Plant Safety rules.
			2. Proper use of Personal Protection Equipment.
			3. Hourly Employee Handbook.
			4. Forklift Training Program. (If required by position or Foreman).
			5. Quality System Orientation Training.
			6. Proper loading, unloading, and stacking of castings when using the roto-blasting equipment.
			7. Proper loading, unloading, stacking, and moving of castings to and from work area.
			8. Proper grinding, de-gating, trimming, de-burring, and scraping of castings during the cleaning process.
			9. Proper method for handling suspect or nonconforming castings, including the tagging & segregation of suspect castings, and notifying the immediate supervisor along with completion of the appropriate paperwork.
			10. General clean-up duties and responsibilities including castings, plant grounds, buildings, work areas, vehicles, and equipment.
			11. Preventive maintenance of assigned hand tools, production equipment, etc. used in the cleaning process.
			12. Proper methods for attaching slings, ropes, cables, or chains to castings or other materials for moving.



**Job Description/Training Checklist**

**Grinder**

**Foundry Document #JDTC-30-002**

Revision No: 2  
 Revision Date: 10/7/11  
 Issue No: 1  
 Issue Date: 9-16-02  
 Page 3 of 3

			13. Proper process for weighing, counting, identifying, packaging and tagging castings for transfer to other work areas or for shipping to customer.
			14. Proper use of equipment, tools, and systems used while performing the duties of this position (i.e. Roto-blaster, Jib Cranes & Overhead Cranes, Hand held Grinders, Inspection Devices, Hand Tools & miscellaneous tools used during the cleaning operation.
			15. Basic knowledge of the Manufacturing Documentation system and departmental procedures, work instructions, and forms used during manufacturing.

Other important information:

- Never use an obsolete revision of a Foundry Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the Foundry Quality System Binder located in the “yellow” MSDS cabinet or on the departments current computer ‘Server’ drive.
- Always check the calibration status label of calibrated equipment and never use an instrument that is out of calibration.
- If a document that you are using needs revision, make the department management or the Quality Assurance office aware so the appropriate changes can be made. If it isn’t right, let someone know. You are the most accurate input for changing documents.

I have been trained on each of the items listed above and am comfortable that I can safely perform the tasks specified on my Job Description.

\_\_\_\_\_  
 Employee’s Signature Date

\_\_\_\_\_  
 Sponsor’s Signature Date

\_\_\_\_\_  
 Foundry Foreman Date