

 <p>LAUREL MACHINE & FOUNDRY CO. LAUREL, MISSISSIPPI</p>	<p>Job Description Training Checklist Helper / Material Handler CNC Shop Departments</p>	<p>Document #JDTC-12-004 Revision No: 0 Revision Date: 00-00-00 Issue No: 1 Issue Date: 6/20/07 Page 1 of 3</p>
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Position: Helper / Material Handler

Reports To: Foreman

Minimum Qualifications: High school diploma or equivalent. No experience required. 3 to 6 months of on-the-job training will be provided.

Key Responsibilities:

This position requires a variety of routine physical tasks to assist in production activities at the CNC Machine Shop. Supplies or holds materials or tools; cleans work areas and equipment. Moves material to and from specific areas.

- Job responsibilities and duties for this position:
 - Adheres to all plant safety rules and procedures.
 - Loads, unloads, stacks, separates and moves parts and materials from and to machines, trucks, forklifts, conveyors, and cranes
 - General clean-up duties including material, plant grounds, buildings, work area, vehicles and equipment.
 - Maintains and empties trash or scrap hoppers.
 - Attach slings, ropes, cables, or chains to material for moving.
 - Weighs, counts, identifies, packages and tags material or product as required for transfer to other work areas or for shipping.
 - Completes necessary documents for shipping, receiving, and maintenance.
 - Perform miscellaneous duties as required by the immediate supervisor.
 - Inspect materials under direct supervision of their immediate supervisor.
 - Use proper method of packaging, stacking, palletizing of product for transfer or shipping.
 - Use precision measuring devices, hand tools, cutting torches, forklifts overhead cranes and etc. as required.

- The work environment includes both the shop floor and outdoor duties.

- This position requires physical labor such as, standing, walking, lifting, and operating forklifts, overhead cranes, and production machinery.

Reviewed / Approved By:	Title:	Date:
Trent Mulloy	President	6/20/07
Prepared By: James Dykes	Quality Assurance Manager	6/20/07



Job Description Training Checklist
Helper / Material Handler
CNC Shop Departments

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Employee Name:			Date of Hire:
Sponsor:			(or) Date of Transfer:
Date	Trainer	Trainee	Training Received (List Document #'s Reviewed)
			1. Review of all CNC Shop & Plant Safety Rules
			2. Housekeeping - General clean-up duties and responsibilities including material, plant grounds, buildings, work areas, vehicles and equipment.
			3. Hourly Employee Handbook.
			4. Forklift Training Program. (If required by position or Foreman)
			5. Quality System Orientation Training.
			6. CNC Machine Shop quality, environmental and company objectives, and the role and responsibilities of the Helper / Material Handler in achieving those objectives.
			7. Loading, unloading, stacking, and moving product or material to and from machines, trucks, forklifts, conveyors, and cranes.
			8. Proper methods for attaching slings, ropes, cables, or chains to material for moving.
			9. Proper process for weighing, counting, identifying, packaging and tagging material and product for transfer to other work areas or for shipping to customer.
			10. Proper use of Hand tools used while performing the duties of this position.
			11. Proper use of Cutting Torches used while performing the duties of this position, both Oxygen / fuel and plasma.
			12. Inspection of Materials: <ul style="list-style-type: none"> o Receiving Materials from the Customer/vendor/inner plant, o In-process material inspection, and o Finished product inspection. (Inspections will be under direct supervision of immediate supervisor)
			13. Proper preventive maintenance of equipment, tools, and systems used while performing the duties of this position.
			14. Work environment and contacts with employees, suppliers, and customers.
			15. Basic knowledge of the Manufacturing Documentation system and departmental procedures, work instructions, and forms used during manufacturing.
			Process Sheet
			Production Schedule
			Receiving Instructions
			Shipping Instructions – Shipping Material
			Preventive Maintenance Program
			In-Process / Finished Product Inspection Sheet



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			Product Inventory
			Shipping & Receiving Material Log
			Preventive Maintenance Checks

Other important information:

- Never use an obsolete revision of a **CNC Machine Shop** Operating procedure, work instruction, form, Job Description, or Training Checklist. If in doubt, the current revision status of a document is available in the **CNC Machine Shop** Quality System Binder located in the “yellow” MSDS cabinet or on the department’s current computer ‘Server’ drive.
- 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 on this Training Checklist and am comfortable that I can safely perform the tasks specified on my Job Description.

Employee’s Signature Date

Sponsor’s Signature Date

CNC Machine Shop Foreman Date