

Machine Operator

THE JOB

The Machine Operator is responsible for monitoring and operating milling equipment. They are also responsible for cleaning and quality-checking their machinery to ensure everything works as it should and are responsible for the efficient running for production.

DUTIES & RESPONSIBILITIES

- Assist the Supervisor and Team Lead to execute production schedule to meet daily targets.
- Adjust machine for cutting depth and feed rate according to thickness and species of product.
- Replace blades and cutting heads. Complete scheduled preventative maintenance.
- Document machine set-up, blade / head changes, and preventative maintenance performed.
- Read, understand and follow work order information, processes and quality standards.
- Inspect equipment for safe operation prior to use and report any hazards.
- Propose improvements to the process or the machines as needed.
- Set-up, monitor and troubleshoot production equipment, including consumables and settings.
- Inspect work for conformance to quality requirements and rework as needed.
- Maintain equipment and machinery for safe use.
- Continually check outbound product fall within tolerances.
- Ensure finished product meets our "Packaging Guidelines".
- Assist with stacking and bundling of product for outbound shipments.
- Clean machines and immediate work areas.
- Comply with Lockout/Tagout Procedures.
- Follow company policies and procedures including health and safety requirements.
- Fill inbound and outbound tallies completely and accurately.
- Keep records of approved and defective units or final products.
- Maintain activity logs.
- Train new employees.
- Perform other production tasks assigned by the Supervisor / Team Lead.
- Other reasonable duties assigned.

KNOWLEDGE & SKILLS:

- Prior experience as a machine operator.
- Solid understanding of manufacturing processes.
- Able to read and understand basic measuring tools.
- Basic math skills.
- Analytical skills.
- Understanding of production procedures.

- Attention to detail.
- Willing to learn and take direction.
- Able to work with minimal supervision.
- Ability to work under pressure, multi-task, and meet deadlines and priorities.
- Teamwork and communication skills.

THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: *"YOU'LL LOVE DOING BUSINESS WITH US"*.

Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

