



POSITION DESCRIPTION	
Position: Material Handler	
Dept: Molding	Access to Confidential Information: No
Location: Anoka	Directly Reports to: Shift Supervisor
Shift: All Shifts	Indirectly Reports to: Shipping & Receiving Manager
Hourly or Salary: Hourly	Updated by: Joe Benson
Job Code: LAKMA175	Date last reviewed: 08/26/2021

Summary: The Material Handler is responsible for the movement of raw materials to and from the workstations for each job. Assures that material-dryers, loaders and other material handling equipment are available, operational and clean. Additional responsibilities include managing the material handling area; keep all material and packaging clean and free from contamination and damage. This position will be more physically demanding than a traditional material handler.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	50%	Perform hourly rounds of each press which consist of the monitoring of resin requirements such as material changes, preparing back-ups and blending material. This will also include the monitoring and moving of material equipment such as dryers, hoppers and grinders, all to ensure production needs are met and to ensure all equipment is functioning properly.
2	20%	Use proper labeling and storage procedures for resin, material hoppers, mixing bins and grinders and the printing of labels for identification of such. Tracking material movements and reporting blends, including returning material overage to the warehouse. Each function is to prevent the cross mixing of materials, that each work order receives the correct material, that each work station is labeled properly for all material handling equipment, and to effectively track all material transactions.
3	15%	Use appropriate reports for the monitoring of resins needed for current production needs and future forecasting of upcoming jobs, including backups, which ensures future production needs are met in a timely manner and to avoid press down time.
4	10%	Empty and clean material handling equipment which includes, but is not limited to: regrinders, mixers, dryers, filters and loaders, to avoid press down time from contamination of materials and to prevent molded part contamination at the press.
5	5%	Compliance with plant wide housekeeping (5S) expectations in all affected areas of job duties, which includes forklifts, as needed throughout the course of the shift to avoid safety concerns / slip hazards.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Lakeland and Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Lakeland and Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things

3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.	
Knowledge, Education, Experience and/or Certifications:	
<ul style="list-style-type: none"> • Six months to one-year of related experience is preferred. • A high school diploma or general education degree (GED) is preferred. • Forklift experience preferred. Forklift certification required (training will be provided). • On-the-job training may be required. 	
Skills & Abilities:	
<ul style="list-style-type: none"> • Read, analyze, and interpret company reports. Understand and clearly respond to verbal and written instruction. • A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. • Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations. • Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions. • Define problems, collect data, establish facts and draw valid conclusions. • Apply good judgment in recognizing scope of authority. • Use of depth perception, close vision, and color vision are all continuously required. 	

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

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10					X		
11-20					X		
21-35				X			
35-50				X			
51-75			X				
76-100		X					

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing				X		
Walking				X		
Sitting			X			
Talking or hearing					X	

Touch/Feeling			X			
Climb/Balance				X		
Kneeling/Crouch/Squat			X			
Reaching upward or outward				X		
Bending the neck side-to-side or front-to-back		X				
Typing				X		
Pinching/finger manipulation			X			
Grasping/Turning the wrist			X			
Taste/Smell	X					

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate exposure to hot rubber
- Moderate exposure to chemicals and fumes
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Moderate noise level
- Slight exposure to airborne chemicals
- Slight exposure to toxic or caustic chemicals