

HICKORY CHAIR®

JOB DESCRIPTION

GLUE REEL OPERATOR

FLSA – NON-EXEMPT JOB CODE: 50024

Department: Machine

Reports To: Machine Room Supervisor

SUMMARY:

This position is responsible for operating the Auto Glue Reel and hand operated Glue Reel in a high end upholstery environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Set-up and operate Auto Glue Reel and hand operated Glue Reel.
- Must be able to read a tape measure.
- Must be able to identify wood species such as maple, mahogany and ash.
- Must follow all safety policies and procedures
- All other duties as assigned

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School Diploma or GED is not required, although preferred. Prefer to have 2 years' experience working on a glue sander.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Must have basic knowledge of computer programs.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

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Ability to Execute - Targets and achieves results, sets and accomplishes challenging goals, prioritizes and manages tasks effectively, maintains an organized system to monitor progress, overcomes obstacles, accepts accountability, sets standards and responsibilities.

Commitment to Task - Meets commitments, works independently, accepts ownership of projects and outcomes, takes personal responsibility and sets objectives/standards, stays focused under pressure, meets attendance/punctuality requirements, shows a sense of urgency about getting results.

Diversity - Supports an inclusive workplace deals respectfully with co-workers, customers and vendors at all levels, understands his/her role in building and sustaining a culture of an inclusive workplace.

Initiative - Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development, demonstrates a bias for action without prompting.

Innovation - Generates new ideas, challenges the status quo, pursues ongoing improvements, supports change, encourages originality, solves problems creatively.

Quality - Is attentive to detail and accuracy, is committed to excellence, continuously looks for improvements, finds root cause of problems, owns/acts on problems, seeks opportunities to increase effectiveness and efficiency.

Safety Mindset - Promotes a respect for safety, keeps workplace clean and safe, supports safety programs, policies/procedures, takes preventative and corrective action to address potential safety hazards and prevent future injuries, resists temptation to cut corners where safety is concerned, follows all safety related company policies and complies with location specific safety rules, drives safely on and off company property.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described in the Task Development Worksheet 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.

The work environment characteristics described in the Task Development Worksheet 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.

See the Task Development Worksheet on the next page.

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Task Development Worksheet For: Glue Reel Operator

(Position)

Essential Functions

Frequency and number of hours performed:

	Frequency		Number of hours each day									
	Continuous	Intermittent	<1	1	2	3	4	5	6	7	8	>8
Sit		X	X									
Walk		X				X						
Stand	X										X	
Bend		X				X						
Squat		X				X						
Climb		X	X									
Kneel		X				X						
Twist		X				X						

Hand/Arm/Foot Manipulation	Right Y/N	Left Y/N	Frequency
Grasping?	Y	Y	F
Pushing/Pulling?	Y	Y	C
Fine Manipulation?	Y	Y	O
Keying?	Y	Y	R
Reaching above shoulder level?	Y	Y	O
Reaching at or below shoulder level?	Y	Y	O
Repetitive foot use to operate controls?	Y	Y	F
Special visual or auditory requirements?	Y	Y	F

Lifting and Carrying Demands:

*N=Never, R=Rare (<1 hr.), O=Occasionally (1-3 hrs.), F=Frequently (4-6 hrs.), C=Continuous (>6 hrs.), I=Intermittently

Weight	Lift Frequency (N,R,O,F,C)*	Carry Frequency (N,R,O,F,C)*
<10 Lbs.	F	F
11-25 Lbs.	F	F
26-50 Lbs.	F	F
51-75 Lbs.	R	R
76-100 Lbs.	N	N
>100 Lbs.	N	N

Longest distance carried: 5-10 feet

Heaviest item carried and how far: 50 lbs. /5-10 feet

Other:

Y/N

Driving cars, trucks, fork lifts, moving equipment?	N
Working near hazardous equipment and machinery?	Y
Walking on uneven ground?	Y
Exposure to dust, gas or fumes?	Y
Exposure to noise?	Y
Exposure to extremes in temperature or humidity?	Y
Working at heights?	N