

J. ROUSEK TOY CO. INC.

Machine Operator

-Job Description-

Department: Production Reports to: Production Manager
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Required Skills

- Detail oriented
- Ability to work independently as well as part of a team
- Ability to take direction
- Ability to notice errors in spelling for proofing purposes
- Ability to work and stay focused in a busy environment often in the midst of distraction
- Must have a helpful “can do” attitude
- Must have a good work ethic and excellent attendance

Typical Duties

1. Count Pencils & Pens
 - a. Sort the boxes the merchandise will go in (recycled or new/ bulk or gross)
 - b. Pack the counted items in the appropriate box
 - c. Stock the house orders on the shelves
 - d. Take the customer orders down to the shipping department
2. Set up and operate various machines as instructed
3. Other Duties
 - a. Follow the production board
 - b. Follow procedures for paperwork
 - c. Clean up your area as directed
 - d. Stock pens and pencils as assigned
 - e. Fulfill any additional requests of the Production Manager or CEO as needed