

<b>PACKAGES CONVERTORS LIMITED</b> BU-FC	Document type Job Description
	Title Operator Folding Gluing & Cup Making Department

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I/C FG & Cup Making	BUM FC <i>[Signature]</i>	1(1)	3	01.07.2024	JD/FGCUPMAK/BUC/03

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### Job Identification

Position: Machine Operator Folding Gluing & Cup Making Machines  
Location: Folding Gluing & Cup Making Department

### Key Organizational Relationship

Accountable To: Incharge & Shift Incharge / Supervisor

### Basic Functions

1. To ensure effective implementation of the instructions given by Shift Incharge of the Department.
2. Operate machine properly and produce standard quality products.

### Duties and Responsibilities

1. Take over the charge from previous Machine Operator.
2. Check the quality of the previous shift and take care of the noted defects with help of Shift Incharge.
3. Responsible for quality and quantity of the production.
4. Ensure effective operation of the machines in his shift.
5. Take the approval of the new jobs set on the machine from the Shift Incharge.
6. Help his Assistant and helpers in machine running and packing of the finished goods in CWCS. And collecting broke material from breaking area.



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7. Rectifying the problems arising during the shift on his machine with the help of Shift Incharge.
8. Monitor the quantity and quality of the input and output material for smooth running of the machine.
9. Ensure that discipline is being observed throughout the shift at his machine.

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10. Enforce proper Housekeeping in the shifts all around the related machine.
11. Discuss the targets with the Shift Incharge and try them achieving these targets.
12. Continuously efforts to improve his shift's efficiency by increasing shift's production with optimum machine speed and better quality and minimum setup time & waste.
13. Responsible to train his Assistant to take over as an Operator when needed.
14. Responsible to clean the glue pot and for the general cleaning of the machine.
15. Responsible for filling the Quality others records needed to fulfill the system requirement.
16. Responsible for implement the EHS policy with the help of Supervisor on his machine.
17. Responsible to enter the traceability record on finished goods boxes.
18. Responsible to make the packet of sample from running job for planning.

