

Production Operator Job Description

- Operate and monitor production equipment, tools, and machine following standard operating procedures
- Set up different product lines for running various products at one time, or batches of products
- Inspect raw materials before utilized and finished products before released for sales to ensure quality and consistency of company products
- Adjust machine settings as required to maintain maximum production output without sacrificing End Item Quality
- Follow production schedules and work orders to achieve daily objectives
- Clean work area according to safety and hygiene standards
- Search for minor equipment faults; report major ones to maintenance personnel
- Record production data: output quantities, quality control results, performance of equipment
- Work together with colleagues to ensure smooth workflow and achieve the required production
- Follow all safety measures in place and wearing related personal protective equipment
- Carry out cleaning, lubricating, and general maintenance of equipment and machines
- Assist in training new operators in the operation of the machinery and in safety procedures
- Participate in team meetings and contribute suggestions for process improvements
- Keep track of raw materials and supplies inventory and inform supervisors of shortages
- Check quality of product at several stages in the process
- Package and label product per specifications

- Operate material handling equipment such as forklift when necessary
- Assist with equipment changeovers between production runs
- Follow the standard operating procedures (SOPs) for all their tasks
- Maintain proper communication with supervisors and co-workers regarding ongoing productions and issues
- Take part in emergency response procedures and safety drills
- Assistance to introduce new production processes or technologies into service
- Observe and report any potential quality concerns or safety hazards to supervisors.