

<p align="center"><b>M. A. FORD MANUFACTURING COMPANY, INC.</b> <b>Job Description</b></p>
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**Job Title:** 107 Flute Set Up

**Dept:** Finishing Cell

**Status:** Non-Exempt

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the cell leader for the Finishing Cell, the 107 Flute Set Up Person takes a blank and grinds the flutes in it to route sheet specifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A. Locate material.
- B. Dress Wheels
- C. Set-up Machines.
- D. Run production.
- E. Make adjustments to machines based on inspection results.
- F. Inspect.
- G. Understand how to operate the fluting machines.

**NON-ESSENTIAL DUTIES:**

- A. Keep work area clean and organized.
- B. Carry boxes/pans from one work area to another.
- C. Other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:**

- A. Requires High School Diploma/GED/commensurate experience.

**LANGUAGE SKILLS:**

Ability to communicate with management employees, customers and other employees of the organization.

**MATHEMATICAL SKILLS:**

Basic Math Skills required, ability to read decimals.

**REASONING ABILITY:**

- A. Ability to read, analyze and interpret technical documents.

- B.** Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

**OTHER SKILLS AND ABILITIES:**

Requires the ability to frequently use various inspection instruments.

**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.

- A.** While performing the duties of this job, the employee is frequently required to use hands to finger, handle or touch, to stand, walk, and to talk.
- B.** Occasionally the individual is required to stand, stoop, kneel, crouch or crawl.
- C.** Frequently, the employee is required to pick up twenty pounds or less. Occasionally, the employee is required to pick up 40 pounds or less while moving boxes/trays from shelving to work area, which is no more than 25 feet.
- D.** The specific vision ability required is close vision, depth perception, the ability to focus and identify and distinguish colors.

**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.

- A.** The noise level in the work environment is normal shop conditions.
- B.** Employees work near moving mechanical parts in an air-conditioned shop.
- C.** Employees are required to wear OSHA approved safety glasses.

MANAGEMENT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ACKNOWLEDGEMENT \_\_\_\_\_ DATE: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.