

# Risch<sup>®</sup>

Menus & More Since 1935

<b>Job Title:</b>	Cutting Department Lead
<b>Area:</b>	Production
<b>Department:</b>	Cutting
<b>Reports To:</b>	Head of Production
<b>FLSA Status:</b>	Nonexempt, Full-time
<b>Schedule:</b>	Monday through Friday, 7:00am to 3:30pm
<b>Pay Rate:</b>	\$20.00-\$26.00 per hour

## **Position Overview:**

The Cutting Department Lead is responsible for directing and motivating a team of Cutting Machine Operators, as well as operating and maintaining cutting machines to produce high-quality, accurate products. The ideal Cutting Department Lead will have a strong understanding of cutting processes and equipment, as well as experience in training and mentoring others.

## **Essential Duties and Qualifications:**

- Set up and operate cutting machines (Rosenthal, Polar, and Kolbus) to cut various types of vinyl and cover materials.
- Review work orders and job specifications to determine components, settings, and adjustments for cutting machines.
- Adhere to cutting instruction manuals to produce accurate and consistent results, updating when necessary.
- Examine and inspect materials both before and after the cutting processes to ensure quality and accuracy.
- Perform routine and preventative machine maintenance including troubleshooting.
- Manage and submit department inventory levels of both raw materials and WIP goods to purchasing agent.
- Collaborate with various project teams for product development and testing.
- Ensure the department work area is clean and organized, while complying with all safety procedures and regulations.
- Train and mentor other members of the cutting department.
- Respond to daily needs of various departments and other project-based requests as needed.

## **Education & Relevant Experience:**

- High school diploma or equivalent required.
- 3+ years of experience operating cutting machines preferred.
- Ability to read and follow complex cutting instructions.
- Ability to set up, operate, and maintain cutting machines safely and efficiently.
- Strong attention to detail and accuracy.
- Ability to communicate updates to team members effectively.
- Capacity to work independently and alongside a team.

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**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. The work environment is an indoor manufacturing facility and climate controlled.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, or crouch; use hands/feet to depress power platform to activate certain machinery. The employee is occasionally required to walk; sit and talk or hear. The employee must frequently lift and/or move 50 pounds or more by using carts or electric pallet jack. Specific vision abilities required by this job include close vision and ability to adjust focus.

**We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.**