



## Mixer/Material Handler

**Classification:**

Non-Exempt/Hourly

**Reports to:**

Department Supervisor

May receive work assignments and instructions from a Crew Lead

**Job Summary:**

American Art Clay Company (AMACO) was founded in 1919 by Ted O. Philpott. AMACO is known for being the first to commercially manufacture ceramic and non-ceramic clays, lead-free glazes, electric kilns and potter's wheels. AMACO is a founding member of the Arts and Creative Materials Institute, which established safety standards for children's art materials in 1936. Today AMACO continues to manufacture ceramic supplies with the highest standards of quality and safety.

AMACO is a fourth-generation 100-year family-owned and operated company with a strong belief that art and creating art fosters well-being for the individual while enriching society as a whole. Making art facilitates tactile learning, encourages self-expression, develops craft skills, and cultivates creativity. AMACO promotes a culture of continuous improvement and change; and a working environment that embraces innovation at all levels, from the factory floor to the executive offices. Everyone is empowered to improve their role, and their collaborative processes, and to participate in the common goals of safety, quality, customer care, teamwork, respect, and learning and development.

We are looking for a Mixer/Material Handler that will be a part of the continuous improvement of AMACO. The Mixer/Material Handler will be assigned to a Manufacturing Division as an Operator of major mixing, blending, grinding, and extruding equipment.

*Reasonable accommodations may be made to enable individuals with disabilities.*

**Responsibilities:**

Maintains accurate formulation weights and measures.

Maintains accurate compliance with processing instructions and criteria.

Responsible for operational setting and adjustment of assigned equipment for compliance with processing instructions and criteria

Maintains equipment and immediate areas of work station in a neat and orderly condition.

Ability to deliver materials and supplies from storage to production units.

Assist with load handling at manufacturing work stations.

Ability to deliver manufactured products from manufacturing work stations to storage.

Loads, bands or shrink packs palletized materials for shipment or storage.

Stamps cartons with pre-cut stencils.

Assists with maintenance of warehousing areas to a clean and orderly condition.

Will be trained for competent operation up to five (5) work stations.

**Skills:**

Must be able to do cycle counts of materials. (i.e.; labels, boxes, cartons, etc.)

#### Reading and Comprehension skills

Understand and comply with Bills of Material

Understand and comply with processing/work instructions and packaging instructions

Must have the ability to fill in and perform all duties of Job #4 Line Equipment Operator (LEO) as needed.

Must be able to report production output and activities

Public Speaking- to report production information to management.

Ability to unload the truck, move and store raw and finished goods.

#### Time Management

Strong Organizational skills

Knowledge in MS Office (Word, Excel, Power-Point, Outlook, etc.)

#### **Work Environment:**

This job may require you to stand for an extended period of time as well as lifting/heavy lifting is required.

Must be able to work in hot and cold environments

#### **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 lbs. consistently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **Position Type/Expected Hours of Work:**

This is a full-time position. Hours of work are Monday through Friday, 40+ hours per week. Occasional evening and weekend work may be required as job duties demand.

#### **Travel:**

No travel is expected for this position.

#### **Education and Experience:**

High School diploma or Equivalent education required

1 year mixer/material handler experience preferred

Forklift, hydraulic, and electric pallet mover experience preferred

#### **EEO Statement:**

AMACO is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind:

AMACO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AMACO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or

domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the location where we operate. AMACO will not tolerate discrimination or harassment based on any of these characteristics.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.