



## Material Handler (Cutting Department)

**Job Location:** New Hampton, Iowa  
**Reports To:** Manufacturer Leader  
**Classification:** Non Exempt  
**Position Type and Hours:** Full Time

### Job Summary

A material handler maintains production and distribution of product by loading and unloading burn table; cleaning and palletizing parts then delivering parts to correct location.

### Essential Functions:

- 1. Production Knowledge:** Comprehends job duties in relation to procedures, materials, equipment, techniques, and policies. Suggests ideas for Company process improvements that would improve productivity and reduce cost.
- 2. Quality of Work:** Thoroughly and accurately completes work. Produces a product that meets company quality standards and drives customer satisfaction.
- 3. Productivity:** Effectively prioritizes work, completing work in a timely fashion with minimal supervision. Displays initiative by flexing to other areas when own workload is low.
- 4. Teamwork:** Works well with others regardless of their level or background; is inclusive and respectful. Deals with different points of view constructively. Goes above and beyond to assist peers and management. Responds to change and ambiguity with openness and confidence.
- 5. Regulations & Safety:** Maintains a clean, safe work area. Follows all Company and OSHA safety rules. Follows standard operating procedures for equipment operation and utilizes personal protective equipment (PPE) properly.
- 6. Reliability:** Reports to work as scheduled, on time, and works through the whole shift. Works overtime as needed and requested. Accurately records time worked.
- 7. Other Duties:** Other assignments and projects may be added at the organizations discretion.

## Job Requirements and Qualifications

### Education and Experience

1. High School diploma or GED

### Knowledge Requirement

1. Successful completion of written test
2. Demonstrated ability to use hand tools (tape measures, square, drill, saw, grinder, etc.) or openness to training

### Other Information

- Works overtime as required.
- Learns and adheres to required safety standards and practices.
- This position is active and requires standing, walking, bending, and kneeling throughout the day. Team Member must be able to lift, push, and/or pull items up to 75 lbs.
- Position requires equipment operation (overhead crane) & fork lift.
- The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements as individuals may perform other duties as assigned.

To apply: send resume to [pam.lore@nhmfcorp.com](mailto:pam.lore@nhmfcorp.com)

