



## Job Description

Rip Saw Operator      Date: 08-13-25

### **1: Operation:**

- A.** Always operate to promote efficiency, eliminate downtime by working with your stackers as a team
- B.** Entering all cutlists into saw computer, always striving for best possible yields, order completion on time
- C.** Clean up work station, saw, arbor, sleeves, blades, etc. and have saw ready for next days process, send daily saw reports to office, at end of every shift
- D.** Quality control- monitor quality of millwork and product to ensure a quality product to each customer
- E.** Implement reporting procedures to collect data that we can use to track and plan out future growth, recording footages on sales orders
- F.** Safety- Always operate with safety in mind, participate in safety meetings
- G.** Help out at other workstations during any downtime

### **2: Communication:**

- A.** Communicate with Marion on schedule, improvements, quality, and any other questions per order, Wayne to add/ remove packs to keep process moving, Marion on supplies needed for daily operations, with stacker on his responsibilities and your expectations, Joey on repairs, be open to give/ receive advice.

### **3: Maintenance:**

- A.** Routine maintenance/ minor repairs, keeping saw calibrated, lubricating saw and other equipment, keeping good blades on hand
- B.** Order parts/ supplies from Cameron

Signature: