

Job Title: Finishing and Darkening**Reports to:** Production Manager**FLSA Status:** Non-exempt

Summary of duties and responsibilities: To perform in a pleasant, professional, and efficient manner the processes involved with the darkening and finishing of Medalcraft Mint's product line. Work closely with other team members to make sure that quality product is received as and quality product is completed on time. Adhere to Medalcraft's company goals and values by performing duties in a manner that is consistent with being a team player and supports the continued growth of the company.

1. Read and understand a work/sales order for what exact process needs to be used to fulfill the order. And also take instruction to perform the job correctly.
2. Put untreated metal through a process of antiquing, by placing through a series of tubs and buckets with a combination of water, various chemicals, and media.
3. Mix and apply proper chemical solution as needed.
4. As required per order, apply product to a buffing disk wheel, applying an even and consistent pressure.
5. As required, place product on a metal belt to be sandblasted, adjusting speed and psi relative to the metal and product.
6. Apply final lacquer as required.
7. If required, weld metal pins or backs to the product as needed for the order.
8. Properly place product on racking units to dry.
9. Ability to work in a fast paced environment, while yielding a quality product.
10. Keep work area and equipment clean and organized, including the floors when wet.
11. Adhere to all OSHA requirements with safety and necessary PPE.
12. Other duties as assigned by management.

Education, prior work experience and specialized skills: Completion of or pursuing of a High School Diploma or General Equivalency Diploma (GED) desired. Previous employment in a manufacturing environment helpful, but not required. An attention to quality, detail, and an appreciation of deadlines is essential. Must have a strong eye for quality and ability to work in a fast-paced environment.

Physical environment/working conditions: This position is in a manufacturing environment, and exposed to elements as such. Finishing is set up in an area with various buckets, sinks, and rotating tubs to perform the job, and it is common for the area to be wet or moist. Must be able to navigate around the department and consistently lift up to 25 lbs throughout the day. In addition, will need to occasionally lift 5 gallon buckets of water or chemicals throughout the day. Must be able to place product onto racking units or fixtures as required.

Equipment/Machinery Used: Buckets in which the product is placed in that rotate and are controlled by a power switch. Electrically-controlled wheels to perform the buffering of the product, as required. A fusion welder to attach needed metal to the product. Sinks and various racks, air hose sprayer to apply

lacquer. Other equipment necessary to perform the job as needed (gloves, eye/face protection, acid gear/vinyl apron, racking units, etc)

Other:

Management Signature: _____ Date: _____