

**Job Title: Plating Associate**

**Reports to:** Operation Lead or Department Lead

**FLSA Status:** Non-exempt

**Summary of duties and responsibilities:** To perform in a pleasant, professional, and efficient manner the processes involved with the plating of Medalcraft Mint's product line. In summary, Plating's function is to properly set up the tanks and plate the product per specification and bring a decorated look and feel to the metal. Plating used: bright nickel, dull nickel, silver and gold. It is important that good record-keeping and documentation is maintained in this department. This person will need to closely work with other team members to make sure that quality product is received in 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 sales/work orders and what plating needs to be performed for the order.
2. Properly fill the tanks per instructions, as well as setting to the correct temperature (s).
3. Verify that product is clean, free of defects and able to be plated. Remove any bad product out and take to the appropriate department or Manager for re-work.
4. Prep the product for plating by loading onto racks or place in basket(s).
5. Once ready, immerse the product through the appropriate tank (s) for the correct amount of time, allowing the plating to adhere to the metal.
6. Perform spot checks while plating to make sure it is adhering correctly to the metal.
7. Once done, allow for product to either air dry or dry with a hose and then inspect the plating, making sure it is even and consistent- free of air bubbles or other defects.
8. If pen plating is specified in the order, use the pen or brush to plate a specific area on the coin.
9. Load product appropriately back in the bin and take to the next respective department.
10. Maintain documentation on production orders for accuracy and consistency.
11. Make sure tanks are maintained: cleaned, routine PM's, etc, and that is documented as well.
12. Work with outside vendors as needed when it comes to troubleshooting, sending samples, different techniques, etc.
13. Proactively communicate with Management on necessary items and potentially the need for additional staff to flex into the department.
14. Must be able to work in a fast-paced environment and yield a quality product.
15. Must be able to communicate well with Management and other team members.
16. Keep work area and equipment clean and organized.
17. Follow OSHA rules and regulations
18. 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. Previous exposure to plating/coating work helpful. Must have a strong eye for quality and ability to work in a fast-paced environment. In addition, be able to work efficiently with as little of waste as possible. And also very important, good communication skills. Computer skills helpful, but not required.

**Physical environment/working conditions:** This position is in a manufacturing environment, debris and dust is in the air. Must be able to stand for longer periods of time and perform the plating process, dipping the racks or baskets in a series of tubs, or sit at a workstation while pen-plating. Frequent lifting is involved, up to 10-15 lbs throughout the day.

**Equipment/Machinery Used:** Variety of tubs for plating, spin dryer, washing tumbler, vacuum, carbon filter to treat, barrel plater, brush and pen plater. Bright and dull nickel plate, gold, and silver. Other equipment necessary to perform the job as needed (latex gloves, face shield, eye protection, apron, racking units, cotton swabs etc.)

**Other:** This is a unique position the industry. What we do is typically called 'jewelers plating' and adds beauty to the product. The attention to detail from the product, to record-keeping and maintenance of files is critical for success, as many orders repeat in this department.

Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_