

Job Title: Polisher**Reports to:** Production Coordinator**FLSA Status:** Non-exempt

Summary of duties and responsibilities: To perform in a pleasant, professional, and efficient manner the processes involved with the polishing 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. Ability to read and understand sales/work orders, or take instructions, to know polish ordered and what process (es) and wheels need to be used.
2. Properly apply a cleaning stick to the buffering wheel prior to, and after, an order.
3. According to order specifications, properly apply a specific compound to the wheel before polishing or buffering.
4. Apply even pressure to medal to remove lacquer, polish, and apply final buff to product.
5. Properly strip, clean and rinse product.
6. Properly place product on shelf as needed in the drying process.
7. Properly apply lacquer to product as required for final gloss.
8. Must be able to work in a fast paced environment and yield a quality product.
9. Keep work area and equipment clean and organized.
10. 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 detailing and polishing/buffing work helpful. 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. Polishers are stationed in an area with various wheels set up for the process to be performed. Must be able to sit or stand for longer periods of time and apply a consistent pressure to the medal while polishing. Frequent lifting is involved, up to 10-15 lbs throughout the day. Must be able to put product onto racking units and rinse in various sinks in the cleaning process.

Equipment/Machinery Used: Various electrically-controlled wheels to perform the cleaning, buffing, and polishing of the product. Sinks and racks for cleaning, air hose sprayer to apply lacquer. Other equipment necessary to perform the job as needed (gloves, eye protection, racking units, cotton swabs etc)

Other:

Management Signature: _____

Date: _____