



Slitter Assistant * Poly Craft Industries Corp. Middletown, NY

Overview: Poly Craft Industries Corp. is seeking a Slitter Assistant in Middletown, NY (Orange County). The Slitter Helper supports the Converting Department by assisting Slitter Operators in machine operation, material handling, pallet building, and general floor organization. This role plays a key part in maintaining production flow, safety standards, and quality compliance. The ideal candidate is reliable, detail-oriented, and eager to learn in a fast-paced manufacturing setting

Key Responsibilities

Read and interpret orders to ensure pallets are built according to customer specifications

Assemble pallets for delivery and assist in staging finished goods

Support machine operation by helping monitor equipment and report malfunctions

Assist in periodic machine tests and adjustments

Help inspect parts and products using measuring tools

Aid with routine machine tasks and production changeovers

Assist with machine setup and clean-up before and after shifts

Remove waste or defective materials from the production area

Keep work area clean, organized, and free of safety hazards

Follow all instructions provided by the supervisor or lead operator

Stay informed on updated operating procedures and safety protocols

Perform other tasks as assigned to support operations

Abide by company policy regarding Good Manufacturing Practices and execute applicable job-specific and company-wide SQF documentation and practices

Skills needed to perform the job:

Slitter support and material handling

Pallet assembly and order reading

Safety, SOP, GMP, and SQF compliance

Measurement skills and attention to detail

Requirements:

High School Diploma/GED

2 years' experience

Reference Check

Ability to lift and carry up to 60 lbs. regularly

Comfortable standing and moving for an entire shift (up to 10 hours)

Basic math and measurement reading skills (ruler or tape measure)

Ability to understand written and verbal instructions

Willingness to follow safety rules and SOPs

Shift, Salary, and Benefits: This is a full-time position, 6 am - 6 pm shift, Monday - Friday, \$18.00 - \$20.00 hourly. Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement, and Clothing Allowance.

To apply email jobs@polycraftind.com or at website <https://polycraftind.com/jobs/>