Job Title: Toolroom Intern  
Reports To: Tooling Supervisor  
FLSA Status: Hourly/Non-Exempt  
Last Reviewed: April 2021

**Company Overview:**
Experience matters. Since 1948, T.O. Plastics (TOP) has manufactured quality custom thermoformed parts and packaging for the horticultural and medical device packing markets. TOP employees take pride in providing exceptional products and services to customers around the world.

One of the top thermoforming companies in North America, TOP delivers value by focusing on its customers’ needs by offering a full range of services from initial product design-to-distribution program support. At TOP, we are dedicated to excellence and we leverage our experience and core competency to develop customized, cost-effective solutions for businesses in diverse markets. TOP has manufacturing facilities in both Clearwater and Otsego, Minnesota.

**Position Summary:** The toolroom intern will assist the current toolroom personnel in the repair and build of thermoforming tools.

**Safety is #1 at T.O. Plastics:** Our expectation is that every employee: 1) Follows safety policies, rules, and safe work methods. 2) Promptly corrects or reports safety hazards or unsafe conditions. Promptly reports injuries for prompt diagnosis and treatment. 3) Makes regular suggestions for safety process improvements to support continuous improvement in safety.

**Essential Functions:**
- Assist an established toolmaker in the machining, deburr, and polishing of new and repair thermoform tools.
- Assist in the disassembly, cleaning, and repair of thermoform tools.
- Assist production on tooling needs and problem solving to improve our processes.
- Any other duties assigned by Supervisor/Manager.

**Knowledge, Skills & Abilities:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:
- This position requires good language skills and the ability to effectively communicate with others in a positive manner. Will be required to report the status of work and approvals on projects.
- Ability to work cross functionally and support the efforts of other departments.
- Flexibility to accept special assignments as needed.
- Strong mathematical skills is an essential part of the tooling process and will be critical to assure that molds are built and produced to specifications. This position requires strong math skills to convert the tooling prints into specified tooling. This is critical to the costing and development of tooling.
- Strong problem-solving skills.
**Education and/or Experience Requirements:**
The qualifications listed here are guidelines. Other combinations of education and experience could provide necessary knowledge, skills and abilities to perform this job.

- Completion of one year of a two-year Tool & Die program from an established Technical or Community College.
- This position requires knowledge of basic hand tools typically used in a toolroom environment.
- Understand milling and turning processes.
- Able to operate CNC milling and turning machines.
- Experience with a CAM software such as MasterCam
- Basic Computer skills – E-mail- Word- Excel

**Working Environment and Physical Demands:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work will be performed in a shop and manufacturing environment where all applicable safety procedures will be adhered.
- Required use of safety glasses as flying debris may be present.
- Required use of hearing protection due to exposure to loud noise.
- Be able to work in extreme conditions - based on weather.
- Must be able to lift up to 50 pounds.
- Ability to operate equipment with good dexterity to enable tool building.

**Apply online at** [www.toplastics.com/careers](http://www.toplastics.com/careers)

**Location:**

**T.O. Plastics**
830 County Road 75
Clearwater, MN 55320
[hr@toplastics.com](mailto:hr@toplastics.com)
320-558-2407