

**Job Title:** Pulp Maker, Studio Assistant  
**Exemption Status:** Hourly  
**Manager:** Shift Supervisor  
**Location:** Buffalo, NY

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**Primary Job Duties:**

- Loads paper into commercial blenders, adds an appropriate amount of water per Papercraft Miracles recipe.
- Blend batches of paper and water mixture to specifications.
- Empty batches into collection bin.
- Ensure safety requirements are met.

**Secondary Job Duties:**

At their assigned table, there are one of two roles that the Pulp Maker will perform:

Person A:

- Scoop pulp from collection bin per the Papercraft Miracles recipe.
- Press pulp into loose balls on the designated sheet.
- Give to adjacent person to finish the second part.

Person B:

- From the pressed pulp from person A, person B will create solid balls of the pulp and place on appropriate screen.
- Once screen is full, alerts supervisor to place in drying area.
- Continues creating balls and placing on new screen.

Other duties may also include assisting with other tasks related to filling other orders, basic studio maintenance, coordinating between the two teams, shipping orders, etc.

**Job Requirements:**

- Ability to lift 50lbs. and ability to spend a long time on their feet.
- Ability to work in a temperature variant environment (cooler than room temperature).
- Ability to wear a mask that covers both their nose and mouth for long periods of time.
- Able to follow instructions.
- Ability to show up to work and strong reliability.
- Ability to handle high volume of work and meet deadlines.
- Must possess a high standard of quantity and quality of workmanship.