

JOB DESCRIPTION

ASSEMBLER/PACKER

FLSA: Non-Exempt
Shifts: First, Second or Third
Products: Plastic cups and buckets
Location: Shawnee, Kansas
Prepared By: Heather Brannan

Salary Level or Category:
Division: Churchill Container Company
Department: Printing/Assembly
Supervisor: Printing Manager
Approved By: General Manager

SUMMARY

The position primarily involves hand assembly work to assemble, pack and re-pack molded parts, and other raw materials as specified. Inspection of items, labeling products, cleaning and organizing the work areas, will be included. In the case of absence, another trained Assembler/Packer will assume duties. The employee will also follow all SQF (Safe Quality Food) rules and procedures pertaining to this job as outlined in the training program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Additional duties may also be included as directed by your lead-person or manager)

- Use hand assembly methods, or semi-automated methods to assemble, pack, re-pack, items as specified.
- Conduct visual inspections on all items, assemblies and kits.
- Verify correct quantities of all items as required.
- Move materials in and out of work areas as required.
- Before running out of a material at your work center, you must notify your lead-person, floor-person, or supervisor (30-minutes in advance of running out and shutting down).
- Identify and label boxes, packages, and products as instructed by the work-order information, your manager, lead-person, or quality control representative.
- Maintaining your work area in a cleaned and organized fashion at all times.
- After job run is completed, the packer will clean the printing press and color heads as instructed using proper methods.
- Report any inefficient or unsafe conditions to management upon discovery of the conditions.
- Perform all work using safety equipment as instructed while obeying all safety-rules and procedures.
- Must be able to work overtime as scheduled by management.
- Occasionally assist other classifications in areas of the plant and warehouse as needed.
- Fill out and turn in to supervisor all appropriate paperwork pertaining to product inspections and sampling as required by SQF modules 2.2.2, 2.4.8, 2.5.6

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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.

Education and/or experience

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language skills

- Ability to read and comprehend simple instructions, short correspondence, work-order instructions, and memos.
- Ability to write simple correspondence.
- Must pass the Key Train module “Reading for Info” at a level 3 or higher.

Mathematical skills

- Ability to add, subtract, two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using American money and weight measurements, volume and distance.
- Must pass the Key Train module “Applied Mathematics” at a level 3 or higher.

Reasoning ability

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Must pass the Key Train module “Locating Info” at a level 3 or higher.

Certificates, licenses, registrations

- This position does not require any of the above.

Other skills and abilities

- Employee will use common hand-tools and simple motorized equipment.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, stoop, kneel, crouch, and use hands to finger, handle or free objects. The use of common hand tools, pallet jacks and occasionally sharp tools are involved. The employee frequently is required to talk, hear, and communicate with other employees.
- The employee must be able to move and/or lift objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. (Note: All employees must wear company approved safety- glasses while in the plant and warehouse areas).

Work environment

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.

- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and equipment. The employee is exposed to fumes and airborne particles, toxic or caustic chemicals and will be in wet and humid conditions occasionally.
- The noise level in the work environment is usually loud. May be required to wear hearing protection in some areas.

I hereby acknowledge the fact that I have fully read and understand this Job Description. I also acknowledge that I received a copy of this job description, and satisfactory explanations to my questions concerning the duties, responsibilities and working conditions of this position.

Employee Signature:_____

Date:_____

Hiring Manager: _____
Date: _____