

<b>Job Title:</b>	Packager	<b>Job Category:</b>	
<b>Department/Group:</b>		<b>Department Code:</b>	
<b>Reports to:</b>	Factory Supervisor	<b>Travel Required:</b>	NO
<b>Level/Salary Range:</b>	Labor grade 2	<b>Position Type:</b>	Full-time

### **Job Summary**

Packages products manually by performing the following duties.

### **Duties/Responsibilities**

#### **DUTIES**

- Cleans packaging containers
- Lines and pads crates and assembles cartons
- Obtains and sorts product.
- Wraps protective material around product if required by job
- Inserts product into packaging
- Responsible for accurate time reporting
- Responsible for keeping work area and machinery clean and in good order
- Ensures all machine safeguarding is in position and working properly before starting production and reports any missing, broken, or malfunctioning safety equipment to the department supervisor so that repairs can be made before any production is run on that piece of equipment
- Inspects work pieces to insure quality standards and reports to supervisor any unusual conditions or defects
- Starts press and observes operation to detect misalignment or malfunction
- Performs daily minor maintenance functions and reports more serious items to supervisor
- Hand counts quantities to be packaged
- Nails, glues, staples or closes and seals containers
- Label containers, container tags or products
- Packs special arrangements or selections of product
- Cleans wire paint racks by burning them off in paint rack furnace
- Keeps track of paint inventory

#### **Other**

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#### **Back Up Duties**

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## Requirements

### Skills

- 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.

### Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages.

### Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### Certificates, Licenses, Registrations:

- CSI forklift operator certification

### Other Skills and Abilities:

- Ability to keep focused on the job and attention to details

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. The employee frequently is required to walk, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to talk or hear.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	