



## Job Description

**Job Title:** Packager (Day Shift)  
**Type:** Full Time  
**Schedule:** Monday-Thursday 7:00a-4:30p  
Friday 7:00a-11:00a  
**Department:** Packaging  
**Reports To:** Packaging Supervisor

### SUMMARY

Package materials and products manually by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Clean packaging containers. Line and pad crates and assemble cartons.
- Obtain and sort product.
- Wrap protective material around product.
- Start, stop, and regulate speed of conveyor.
- Insert or pour product into containers or fill containers from spout or chute.
- Weigh containers and adjust quantity.
- Sort bundles or filled containers.
- Nail, glue, or close and seal containers.
- Label containers, container tags, or products.
- Pack special arrangements or selection of product.
- Inspect materials, products, and containers at each step of packaging process.
- Record information such as weight, time, and date packaged.
- Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed.
- Convey materials and items from receiving or production areas to storage or to other designated areas.
- Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color or product code.
- Fill requisitions, work orders, or requests for materials, tools, or other stock items and

distributes items to production workers or assembly line.

- Assemble customer orders from stock and place orders on pallets or shelves, or convey orders to packing station or shipping department.
- Mark materials with identifying information, prepare parcels for mailing and maintain inventory records.
- Attendance and dependability are essential job functions, you must report to work on time and accurately complete the daily duties assigned.

## **QUALIFICATIONS**

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.

## **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, and memos.

Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

## **CERTIFICATES, LICENSES**

Must be able to pass forklift certification test and drive a forklift.

**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; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.

The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move more than 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**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 moving mechanical parts and fumes or airborne particles.

The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and vibration.

The noise level in the work environment is usually loud.