



JOB DESCRIPTION

Position: Packer
Reports to: Production Supervisor
Classification: Non-exempt

POSITION SUMMARY

Under the general supervision of the Production Supervisor, is responsible for preparing cartons, packing product, final quality inspection, and palletizing of product.

ESSENTIAL JOB FUNCTIONS

- Prepare cardboard trays for product packing by supplying the packing station, stapling carton ends together, and placing trays on the work table; operates tray making or stapling machine
- Fill cartons / display cartons appropriately. Ensures that products are packaged in boxed with appropriate corresponding labels; places proper quantities of product in each carton / tray; properly packs bags; tapes and seals cartons
- Inspect final product before packing by checking bag weights, codes and prices, bag and caddy seals.
- Remove unsuitable product and communicates persistent packaging problems to supervisor
- Adhere to Pretzel oven operations including oven control adjustment to meet moisture specifications
- Caustic cooker operations including cooker control adjustment to meet color / pH specifications
- Follow proper Good Manufacturing Practice (GMP) and standards and report violations
- Follow safety procedures and report violations of safety procedures
- Basic troubleshooting and troubleshoot equipment for maximum efficiency
- Ensure that work areas are cleaned up at end of shift each day and helps prepare lines for next day's production or for next shifts production

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required

REQUIRED SKILLS AND ABILITIES

- Team player
- Time management
- Communication
- Able and willing to work overtime as needed

ESSENTIAL PHYSICAL REQUIREMENTS





JOB DESCRIPTION

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and / or move up to ten (10) pounds and may infrequently lift and / or move up to twenty-five (25) pounds. Specific vision abilities required of this job include close vision, distance vision, color vision and peripheral vision.

I have read the above job description and acknowledge receipt of the same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements / duties.

Employee Signature

Date

Printed Name

