

## Job overview

### Core Responsibilities

Packages products utilizing various packaging methods, according to company and customer requirements, ensuring quality standards are consistently met, using safe practices and producing at the appropriate rate for the job.

### Day-to-Day Responsibilities

- Inspects and packages products in compliance with part specifications/customer requirements
- Completes packaging assignments for orders with nonstandard requirements
- Operates any necessary scales/equipment related to the assigned process
- Completes required paperwork/system input for each product
- Participates in cross departmental work production based on business needs
- Learns and upholds defined quality standards to ensure maximum customer satisfaction and optimize work efficiency
- Strives to achieve team and individual specified production targets
- Provides complete, accurate documentation when required
- Communicates clearly with teammates and supervisors regarding all aspects of the job
- Reports problems that arise with machines, materials, jobs, or team members; and offers solutions where possible within the scope of the duties of the job
- Learns and follows Smalley requirements for employee safety, product quality, and productivity
- Adheres to safe work practices in a continuous improvement environment including: appropriate Personal Protective Equipment (PPE), participation in mandatory safety training, and reports any concerns immediately
- Keeps workspace clean and organized to maximize safety and productivity by adhering to Smalley's 6S process
- Participates in ongoing training, educational meetings, and daily communication meetings
- Responsible for reviewing all applicable departmental policies and procedures

## Expectations

### Experience & Background

- Experience working in a manufacturing or related environment
- Proven experience working in Production/Shipping/Distribution/Warehousing

### Knowledge/Expertise

- Prepare products for distribution/inventory by utilizing various packaging methods including roll-packing and bagging
- Have a solid understanding of packing/shipping terminology and complete required paperwork
- Pass required Distribution Test

### Competencies

- Building & Supporting Teams
- Championing Customer Needs
- Communicating Effectively
- Supporting Change & Innovation
- Dependability
- Initiative
- Job Skills
- Productivity
- Quality of Work
- Workplace Safety

## Work Environment

This job operates in a manufacturing environment and employees are required to wear personal protective equipment such as steel-toed shoes, safety goggles and hearing protection.

Regular, predictable attendance is required.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

### Physical Demands

While performing the duties of this job, the employee is:

- Regularly required to stand, talk and hear
- Frequently is required to walk and use hands to handle, or feel objects, tools or controls
- Occasionally required to sit, reach with hands and arms, climb or balance and stoop, kneel crouch or crawl
- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds

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

### Classification

- **Job code: SSK711**
- **FLSA Status: Hourly**
- **Department: 160 Packaging**
- **Reports To: Packaging Supervisor**

### Scope of Responsibilities

- Individual Contributor

\*This summary job description is not designed to cover all activities, duties or responsibilities that are required of the employee

\*Duties, responsibilities and activities may change or new ones may be assigned

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Full Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_