

Phillips Graphic Finishing LLC
Packer Helper
Job Description

Reports to: Bindery Supervisor

Position Purpose: To assist with the operation of various bindery functions.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Upholds and advances the Company's core purpose and core values through all work-related decisions, communications, and behaviors.
- Assures personnel safety and a safe working environment.
- Communicates and receives direction from operator and/or supervisor in order to perform the duties and expectations of each particular job.
- Load and unload various bindery equipment.
- Neatly stacks cartons on pallets and accurately labels each carton and skid for shipment.
- Remains productive during discretionary time, i.e. sorting signatures, moving product, cleaning up waste, sweeping floor, making cartons, etc.
- Provides feedback to the operator and/or supervisor on areas of production concern.
- Aids in controlling costs through effective material usage and assists the operator and/or supervisor in defining and addressing areas of excessive waste.
- Informs operator and/or supervisor of any production errors immediately for resolution.

Secondary Duties

- When directed, records production counts, enters material data into computer and tracks partials on daily tally sheet.
- May operate various bindery equipment, as directed by the supervisor.
- Reports maintenance issues to supervisor.
- Ensures manufacturing area is neat, clean and organized.

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/Experience:

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

Job Knowledge, Skill and Ability:

- Ability to effectively communicate verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and managers.
- Ability to work independently
- Detail oriented
- Ability to work in a fast paced environment

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.

The noise level in the work environment is usually moderate.

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. The employee is frequently required to walk. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification: Hourly, Non-exempt