



Packaging Machine Operator I **Hourly, Non-Exempt**

Job Summary: Responsible to follow work orders, SOP's, and work instructions, to operate machines to package product in the form in which it will be shipped

Reports To:

- Packaging Manager

Essential Functions:

- Read the work orders to determine product specifications, materials to be used, dimensions, and tolerances.
- Move the correct work-order kit into the packaging room and stage in appropriate areas of the packaging line.
- Set up of equipment, startup, and shutdowns, troubleshooting and adjusting equipment to ensure employee safety, product quality, and quantity.
- Record operational and production data on specified forms, in logbooks, and update room status signs.
- Make necessary adjustments to filler to keep weights at target levels.
- Keep machine hopper full at all times.
- Stock and sort product and packaging supplies such as, film, boxes, lids, bottles, ink, labels, etc.
- Measure and examine materials and finished products to ensure conformance to work order.
- Inspect lot numbers, expiration dates, and other specifications before packaging finished product.
- Place materials into containers, cartons, and boxes.
- Seal containers or boxes using hands, fasteners, tape, hand tools and shrink-wrap.
- Remove damaged or otherwise inferior materials or packing supplies.
- Transfer materials, supplies, and products between work areas.
- Complete the returns process for unused material once work order is completed.
- Clean and sterilize the equipment and tools as specified.
- Perform sanitation on assigned equipment and work areas as specified.
- Provide information or indication of problems to Management or Quality Assurance.
- Assists in other duties as needed and directed

Knowledge, Skills, and Abilities:

- Skilled in operation, control monitoring, and troubleshooting equipment, quality, and processes
- Demonstrate attention to detail, problem sensitivity and information ordering skills
- Manual dexterity
- Mechanical aptitude
- Knowledge of food production processing

Education and Experience:

- Mathematical Skills – Accuracy with arithmetic and subtraction
- Language Skills – Must be able to read and comprehend instructions and hold detailed conversations in English
- Ability to work well with others

Work Environment and Physical Demands:

- Must occasionally lift 25 lbs. or move up to 100 lbs. using pallet jacks
- Regularly required to stand, walk, and pull.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.