



HAMMER PACKAGING

Leading with the Right People

Position Description for **S/S General Worker**

Reports To: Flexo/Slitting/Seaming (FSS) Operations Manager

Job Grade: 0

FLSA: 1

EEO: 7

Last Update: 11/17/2014

Previous Version: 1/25/2013

Qualifications:

Education/Certifications:

High School Diploma or equivalent

Knowledge/Experience:

No experience necessary. Knowledge and understanding of and compliance to all quality system documents that are associated with your job description.

Skills:

Basic computer/math/reading skills. Must be able to read a ruler (standard & metric)/ Can demonstrate the ability to complete assigned tasks and maintain a high standard of performance.

Basic Accountability:

1. Knowledge of, understanding of and compliance to all QOD's that are associated with your job description.
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.
3. ESSENTIAL RESPONSIBILITIES
4. Perform various quality assurance tasks.
5. Supply Slitting & Seaming areas with products as needed.
6. Maintain the cleanliness and organization of Slitting & Seaming rooms as well as the department's warehouse space.
7. Empty trim and waste bins regularly, and assist Slitter Operators with roll handling.
8. Monitor slitting machines for short periods of time (no longer than 15 minutes) in operator's absence.

Base Training Period (Hours): 160

Working Conditions:

S/S General Worker

Physical Job Requirements

0: Never, 1: Occasionally, 2: Frequently, 3: Constantly

Office/Administration/Management

Production/ Manufacturing

Use of Telephone:

Standing:

Sitting:

Walking:

Lifting up to 10 lbs:

Lifting more than 10 lbs:

Keyboarding or Typing:

Viewing Computer Screen:

Public Speaking:

Climbing Stairs:

Meeting Participation:

Standing:

Sitting:

Kneeling:

Bending Over Sideways:

Climbing Stairs:

Walking:

Lifting up to 10 lbs:

Lifting more than 10 lbs:

Lifting more than 50lbs:

Lifting more than 100 lbs:

Exposure to High Speed Moving Parts:

Exposure to Chemicals:

Exposure to Chemical Fumes:

Exposure to Loud Noises:

Exposure to or Use of Sharp Objects:

Hand Truck Operation (Electric or Manual):

Focusing Using a Magnifying Glass:

Meeting Participation: