

JOB DESCRIPTION

Job Title: <p style="text-align: center;">Packer</p>	Date: <p style="text-align: center;">December 2010</p>
Reports To: <p style="text-align: center;">Production Manager</p>	FLSA Status <p style="text-align: center;">Non-Exempt</p>

SUMMARY/PURPOSE

The purpose of this position is to accurately pack all products and to maintain quality control by only packing items that meet specifications. This position places dated labels on all products packed in cases. This position also ensures proper pack size for each product.

ESSENTIAL JOB FUNCTIONS

1. Sorts baked products, and packs only product that meets specifications.
2. Sets aside product not meeting specifications for resale or donation.
3. Ensures that pack size is correct for the product being packed.
4. Labels all cases with the appropriate label to indicate product inside and lot code.
5. Stacks cases on pallets safely.
6. Returns empty sheet pans, carts, and racks to appropriate places on production floor.
7. Complies with all safety guidelines and rules.

ADDITIONAL JOB FUNCTIONS

1. Maintains Good Housekeeping Standards by cleaning machines, mopping, sweeping, organizing, and removing trash in the packing area.
2. Performs assigned daily, weekly, and monthly cleaning assignments.
3. Performs other job related duties as required.

REQUIRED SKILLS AND EXPERIENCE

- Must be able to stand and exert well-paced mobility for up to four (4) hours.
- Must be able to bend, stoop and move up to 50 pounds frequently.
- Must possess finger and hand dexterity for working on machines
- Must demonstrate cooperative behaviors such as effective communications with others and showing respect for others at all times.
- Demonstrated ability to be punctual.
- Demonstrated reliability in attendance and consistency in performing job duties.
- Must demonstrate ability to follow standard procedures, with excellent attention to detail.

JOB DESCRIPTION

Job Demands and Conditions Analysis

Packer

O = Occasional, less than 1 time per week

S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time

C = Consistent, more than 2/3rds of the time

Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting					Works alone	X			
Standing				X	Works with others			X	
Walking				X	Customers contact				
Lifting				X	Shift work				X
Carrying				X	Extended day	X			
Pushing/Pulling				X	Cold		X		
Bending at waist				X	Heat			X	
Twisting upper body			X		Temperature changes			X	
Climbing					Wet		X		
Balancing					Humid				X
Kneeling		X			Noise				X
Crouching		X			Confined area	X			
Repetitive Motions				X	High places				
Reaching				X	Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				X
Talking			X		Electrical hazards				
Hearing			X		Explosive materials				
Vision acuity - near				X	Fumes				
Vision acuity - far		X			Odors				
Depth perception				X	Dusts		X		
Field of vision			X		Mists				
Color vision			X		Gases				
Driving					Poor ventilation				
Other					Other				
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks					Work with solvents				
Computers	X				Work with acids, corrosives				
Telephones									

** This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*