



Job Title: Packaging Inspector

Department: Extrusion

Reports To: Shift Supervisor

FLSA Status: Non-Exempt

Backup: Operator

SUMMARY

To package product neatly, perform quality checks, document product quality, and when applicable – ensure the safety of food packaging.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Measure product, and document findings.
- Understand all aspects of product quality, and apply them to scheduled quality check.
- Read and comprehend extrusion order form as it pertains to their position.
- Maintain attendance in accordance with company policy.
- Train other employees as needed.
- Maintain all items needed to keep production line running pertaining to packaging, i.e. Boxes, cores, inserts.
- Wearing required personal protective equipment.
- Make boxes.
- Cut cores if needed.
- Package material.
- Perform and properly document a quality check
- Maintain good housekeeping.
- Maintain good attitude and teamwork.
- Responsible for ensuring the proper handling of food packaging, when applicable.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

EDUCATION and/or EXPERIENCE

No prior experience or training required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete reports and forms associated with the position: Ability to communicate effectively orally, and in writing

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusion. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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 frequently required to stand and use hands to finger, handle, or feel. The employee is frequently required to walk, sit, reach with hands and arms; balance; stoop, kneel and or crouch. Employee must be able to periodically lift up to 50 pounds unassisted, and employee must occasionally be able to move or manipulate 80 to 100 pounds with the assistance of another employee, or with use of lifting/handling devices and/or carts. Specific vision abilities required by this job include close vision, distance and color vision.

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 loud.

It is the responsibility of all employees, regardless of department or position to report to management, situations that may compromise product quality, food safety and regulatory compliance.