



# JOB DESCRIPTION/ COMPETENCE REQUIREMENTS

F – 038 – W rev. 1

Page/pages:  
1/2

**Function name:**

Packer

**Function Reports to:**

Team Lead / Shift Supervisor

**FLSA: Hourly  
Non-Exempt**

**Employee:**

**Main Responsibilities:**

- Perform 15min quality checks on single parts using visuals and form gauges
- Measure, bundle and pack parts according to the packing specifications
- Complete a quality check using gauges according to the performance goals
- Immediately inform Production Supervisor or Manager of irregularities and all production problems
- Ensure accurate counting, positioning, and packaging
- Ensure accurate recordkeeping/documentation of all parts/boxes
- Meet production expectations
- Maintain a clean work area according to 5S
- Perform weekly schedule cleaning
- Un Jam/Restart all assigned machines

**CROSS TRAINING:** Become knowledgeable with the responsibilities of the other positions; Assist as required. Act as backup at times of absence or vacation.

**SAFETY, SANITATION AND HOUSEKEEPING (5S+1):** Keep work area clean, neat and orderly. Recognize our customer and ALBAform's commitment to pride and Quality. Assist in maintaining the security of the warehouse and conduct all activities in a manner that promotes a safe environment. Report all injuries and accidents immediately.

**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.

**MISCELLANEOUS/OTHER:** This job description is meant to be a guide. It is not intended to limit in any way the duties, which a teammate may be required to perform. This job description may be changed at the discretion of the Company.

**Education:**

High School/GED required.

**Experience:**

Minimum of one (1) year high production experience preferred

**Essential Performance Standards and Skills:**

Flexibility to work various shifts, ability to work in a team or independently

Use of measuring instruments and checking fixtures

Follow written and verbal Instruction (English)  
Accurately count parts and record production information (complete forms etc.)

## Analysis

### SUMMARY OF ESSENTIAL PERFORMANCE STANDARDS /JOB REQUIREMENTS:

Ability to read and write English  
Ability to add, subtract, divide, and multiply  
Basic computer skills  
Ability to operate Bending & Welding equipment  
Ability to move up to 60 lbs frequently  
Ability to stand up to 12 hours  
Manual dexterity  
Good Judgment  
Ability to speak and hear  
Arrive to work on time and work the entire shift

Our Company is committed to furthering the purposes of the Americans with Disabilities Act. We are always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The requirements are a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

I have reviewed and determined that I am able to perform the essential functions of the position of Bending Machine Operator as explained above with or without reasonable accommodation(s).

The following reasonable accommodations are required for me to perform this position (please mark N/A if not applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Mgr:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Employee:</b>	<b>Signature:</b>	<b>Date:</b>

Created by: A. French

Date: 1.21.2021