



## Machine Assistant (Packer)

---

**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:** Friday -Sunday, 3am-3pm

**Positions Supervised:** None

**Job Status:** Full-Time

**Reports To:** Shift Supervisor

**Amount of Travel Required:** No travel required

### POSITION SUMMARY

The Machine Assistant is responsible for assisting the Machine Operator in the operation of a slitting machine. The Operating Assistant is also responsible for setting up line equipment, labeling cases, packaging of product and quality control.

### REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### ESSENTIAL FUNCTIONS

- Run machine accurately and efficiently and troubleshoot when issues arise. Ensure the machine does not stop or slow down.
- Reviews information on job-sheets for the diameter of the roll, stock numbers for cartons, cores, line equipment needed, quantity of rolls per case, special labeling instruction and skid stacking procedure.
- Retrieves cores, boxes and other supplies and materials for the machine and the Machine Operator.
- Responsible for the quality control of rolls to ensure ink stripe, diameter, rings and how well the rolls fit into the case are up to standards.
- Effectively set up 'L' sealers and heat tunnels using the appropriate size films and the automatic box sealers and pounder lines.
- Assists the Machine Operator in mill roll changes and set-ups, putting the female shaft in the machine during a changeover, and running the machine while the Machine Operator troubleshoots and adjusts the machine.
- Assemble and label boxes with accuracy for shipping for custom and stock items.
- Responsible for housekeeping of the general area around the machine including sweeping the work area and picking up loose items.

- Follow standard safety procedures.
- Other duties as assigned

## POSITION QUALIFICATIONS

### Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **Accuracy:** The extent to which an individual's work is correct and error free within company policies and guidelines.
- **Adaptability:** The extent to which an individual can fit into a changing work environment.
- **Communication, Oral & Written:** The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- **Organized:** The ability of the individual to be structured and methodical in working skills.
- **Problem Solving:** The ability to recognize courses of action which can be taken to handle problems or potential problems.
- **Safety Awareness:** The ability to identify and correct conditions that affect employee safety.

## SKILLS & ABILITIES

### Required Education

- High School Diploma or GED

### Preferred Experience

- Previous packaging experience.

### Computer Skills

- Must have working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)

### Other Skills

- Mechanical aptitude is a must

## PHYSICAL DEMANDS

### Physical Demands

Stand	C (Constantly)
Walk	F (Frequently)
Sit	O (Occasionally)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	F (Frequently)
Climb	O (Occasionally)
Crawl	O (Occasionally)

### Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	F (Frequently)
21-50 lbs	F (Frequently)
51-100 lbs	F (Frequently)
Over 100 lbs	O (Occasionally)

### Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	F (Frequently)

Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### **OTHER PHYSICAL REQUIREMENTS**

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves)

#### **WORK ENVIRONMENT**

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets