



## Back Utility

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**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:**

2<sup>nd</sup> Shift: Monday-Thursday, 3pm-3am

**Positions Supervised:** None

**Job Status:** Full Time

**Reports To:** Shift Supervisor

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

### POSITION SUMMARY

This position is responsible for providing assistance to the press operators by supplying all machines with the appropriate raw materials to ensure production goals are being achieved with safety, quality, and productivity in mind.

### 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

- Review work orders to determine the required stock and quantity needed at each machine. Utilizing hand and/or powered lift trucks ensure that each machine is properly stocked for upcoming jobs. Stock should be in designated areas and organized.
- Hang paper stock rolls and operate necessary equipment to change stock rolls when empty or setting up for new job.
- Remove unused stock, skids, etc. from machine when job is completed and return to appropriate areas in warehouse.
- Empty paper bins, garbage cans, and maintain operation of compactor. Ensure that the back utility area remains clean throughout shift.
- Assist with unloading delivery trucks.
- Other duties as assigned

### POSITION QUALIFICATIONS

#### Competency Statements

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability – The extent to which an individual can fit into a changing working environment.
- Communication - Ability to communicate effectively with others using the spoken or written word.

- Decision Making - Ability to select an effective course of action while controlling resources and expenditures.
- Organized – Ability to be structured and methodical in working skills.
- Problem Solving – The ability of the individual to recognize courses of action which can be taken to handle problems or potential problems, and applying plans to solve those problems.
- Reliability – The ability of the individual to be dependable and trustworthy.
- Responsible – The ability of the individual to be answerable for their conduct.

## **SKILLS & ABILITIES**

### **Required Education**

- High School Diploma or GED

### **Preferred Experience**

- One (1) year of manufacturing experience

### **Computer Skills**

- Must be proficient in the use of a PC and Microsoft Office Suite (Excel, Outlook, Word).

### **Certifications & Licenses**

- Forklift preferred.

### **Other Requirements**

- Knowledge of LEAN and/or Six Sigma processes is a plus.
- Mechanical Aptitude is a must.

## **WORK ENVIRONMENT**

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

Equal Opportunity Employer-Disabled/Vets