



## Finishing Department Associate

**Department:** Label

**FLSA Status:** Non-Exempt

**Work Schedule:** Monday-Friday 7am-4pm

–

**Positions Supervised:** None

**Job Status:** Full-Time

**Reports To:**

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

### POSITION SUMMARY

The Finishing Department Associate is responsible for working with team members to determine, plan, and manage their day-to-day activities and duties under reduced or no supervision. Will be taught to work on various pieces of finishing equipment within but not limited to the finishing department.

### 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 Sealer/Shrink tunnel, Table Top, and Rotoflex within Finishing Department to complete customer orders.
- Work with Finishing Team to create SOP's/standard work relating to operations, equipment, processes, and scheduling.
- Assist Finishing Lead in the development of key planning metrics which adhere to production policies and ensure team's results vs. targets are obtained.
- Inspect and examine products for print clarity, color accuracy, conformance to specifications, and external defects.
- Pack and label boxes of finished product.
- Clean pans, plates, and empty garbage's.
- Responsible for housekeeping of the general area around the machines including sweeping the work area and picking up loose items.
- Follow standard safety procedures.
- Other duties as assigned by Management.

## 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

### Computer Skills

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

## PHYSICAL DEMANDS

### Physical Demands

		<b>Lift/Carry</b>	
Stand	O (Occasionally)	10 lbs or less	C (Constantly)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	<b>Push/Pull</b>	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

- 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

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.