

**D&K Group
Job Description**



TITLE: Packer
REPORTS TO: Converting Manager
DEPARTMENT: Converting
LOCATION: 1320 Brummel

Summary of Duties: The packers are responsible for the proper packaging, labeling and stacking of product for their assigned work area(s). They are also responsible for all waste removal, up to but not limited to: trim, recyclable rolls, cardboard and skids. When time permits, they are to assist the operators in running their machines and the other packers.

Daily Functions:

1. Locate the hardcard for the setup that is on the machine(s) they are responsible for. The proper hardcard is identified by locating the order number, from the setup, in the upper right hand corner of the hardcard.
2. Take setup, master roll label and hardcard (where applicable) to Label Maker for labels. If the labels are not brought to the machine by the Label Maker within 5 minutes, the Packer should return to the label cage to pick up their labels.
3. Verify that all the information on the labels is correct and is in the correct format.
4. Check hardcard for any special packaging instructions before beginning.
5. Place all packaged product on the proper skid in the proper packaging. Be sure all products are labeled properly.
6. Bring finished product up to the staging area by the overhead door.
7. Completed setups should be brought to planning so the schedule can be updated.
8. At least once an hour the trim hoppers should be checked and the trim pushed down to eliminate space occupied by air or dumped.
9. Especially at the end of the shift, all trash is to be dumped and all aisles and areas around tables and machines are to be swept.
10. Communicate with incoming shift as status of setup(s) at work stations.

Other Responsibility:

1. Heavy lifting is required, excessively large rolls require two people or use of the 2 wheeled lift or hoist.
2. Some orders require end boarding and banding. This can be done either at the time the rolls are run or later off-line. This is to be decided by Supervisor.
3. Must maintain a safe and clean work environment.

Education, Experience and Skills Required:

1. High School Diploma or equivalent.
2. Ability to read and understand the English language.
3. Ability to lift over 70 lbs.
4. Must have basic mathematical skills.
5. Ability to stand and or walk for 8 hours.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents shall follow any other instructions and perform any other related duties as may be required by this position and management.