



Front Utility

Department: Label

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Shift Supervisor

Work Schedule: Monday-Thursday, 7:00 p.m. – 4:00 a.m.

Amount of Travel Required: *No travel required*

Positions Supervised: None

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 boxes, cores, and skids needed at each machine. Utilizing hand and/or powered pallet equipment to ensure that each machine is properly stocked for upcoming jobs. Raw materials should be in designated areas and organized.
- Remove unused boxes, cores, skids, etc. from machine when job is completed and return to appropriate areas in warehouse.
- Empty paper bins and garbage cans. Ensure that the front utility area remains clean throughout shift.
- Place product on equipment or work surfaces for further processing, inspecting, or wrapping
- Scan finished product for entry into the finished good system.
- Transfer finished products from work areas to warehouse or shipping.
- 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.

PHYSICAL DEMANDS

Physical Demands

Physical Demands		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
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, inks, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets