



Plant Support, On-Going Part-Time

Department: Label

FLSA Status: Non-Exempt

Work Schedule: To be arranged with the Operations Manager

Positions Supervised: None

Job Status: Part-Time

Reports To: Operations Manager

Amount of Travel Required: No travel required

POSITION SUMMARY

The Plant Support role is responsible for assisting the Label and POS departments in the operation of our printing presses and the POS slitter/rewinder machines. The Plant Support role may also assist in 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

- Hang paper stock rolls and operate necessary equipment to change stock rolls when empty or setting up for new runs.
- 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.
- Run table top rewinder to complete re-work assignments.
- Inspect and examine printed products for print clarity, color accuracy, conformance to specifications, and external defects.
- Pack and label boxes of finished labels.
- Put away press parts, dies, inks, empty gaylords, and reorganize inks.
- Pull/make inks, unmount plates.
- Clean pans, plates, sinks, and empty garbage's.

- Responsible for housekeeping of general areas and the warehouse, around the machines including sweeping the work area, organizing, and picking up loose items.
- If properly trained, run the machine accurately and efficiently and troubleshoot when issues arise. Ensure the machines do not stop or slow down.
- Follow standard safety procedures.
- Other duties as assigned.

Responsibilities will differ depending on the shift, and number of hours worked.

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.
- **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.
- **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 or manufacturing 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

		Lift/Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	F (Frequently)	11-20 lbs	C (Constantly)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	51-100 lbs	F (Frequently)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)

Reach Above Shoulder	F (Frequently)	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, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: _____ MG _____ Date: ___ 8/15/18 _____

Supervisor Signature: ___ BB _____ Date: ___ 8/15/18 _____

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.