



Classification
NON - EXEMPT

Position
Grease | Packaging Operator I

Reports to
Grease Packaging Supervisor

JOB DESCRIPTION

Summary/Objective

The Packaging Operator I works at the last stage of the manufacturing process, packaging the finished product mix into labeled cartridges, tubes, which are then boxed for shipment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to read and understand work order instructions
2. Must be able to understand scheduling requirements
3. Responsible for gathering raw material needed for the shift
4. Must be able to load and off load drums from the press machine
5. Must be able to perform a visual inspection of product and packaging to ensure proper fill weights are met
6. Set- up packaging machine
7. Responsible for recording production totals and maintaining scrap records

Competencies

1. Possess basic math skills
2. Possess good computer skills
3. Good written and verbal communication skills
4. Ability to read and write in English
5. Comprehension of written instructions
6. Must be detailed oriented
7. Safely push, pull or drag up to 50 lbs. frequently
8. Safely operate equipment and necessary tools

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee maybe exposed to fumes or airborne particles, moving mechanical parts. The noise level in the work environment can be loud at times due to running of machines

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, lift, push, or pull up to 50 lbs.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 5:00 a.m. to 3:00pm
(Subject to change based on business demands)

**Travel**

No travel is expected for this position.

Required Education and Experience

1. High School diploma or GED (Required)
2. Knowledge of Continuous Improvement Concepts (Helpful)
3. A previous experience in packaging or other manufacturing operations is a plus

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO Statement

Novagard Solutions is an equal opportunity employer and does not discriminate in its employment decisions on the basis of race, color, religion, national origin, sex, disability, age, military and/or veteran status, genetic information, or on any basis which would be in violation of any applicable federal, state or local law. Novagard Solutions will make reasonable accommodations for qualified individuals with disabilities or religious needs unless doing so would result in an undue hardship to Novagard Solutions.

Any employee with questions or concerns about this Equal Employment Opportunity Policy and its implementation in the workplace is encouraged to bring the matter to the attention of the Human Resources Department. Novagard Solutions takes this policy seriously and will not retaliate against any employee who, in good faith, raises questions or concerns with respect to equal opportunity or any form of discrimination, or who assists in the investigation of such matters. Employees found to be engaging in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination, regardless of whether the conduct violates applicable law.