



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

**Job Title:** Packer

**Our company expects all team members to uphold our core values of Respect, Accountability, Continuous Improvement, Teamwork and Ethics.**

<b>Safety</b>	Practice Safety First... Always!
<b>Teamwork</b>	Offer help, ask for help, and value being a member of a strong team
<b>Respect</b>	Treat others as you would like to be treated
<b>Accountability</b>	Be on time and contribute
<b>Continuous Improvement</b>	Take initiative and strive to do better
<b>Ethical Behavior</b>	Follow our Code of Ethics and meet our high standard of professional behavior

**Considerations:**

**Full Time:** Monday through Friday 8:00 am to 4:30 pm, OT on evenings and weekends as needed

**Reports to:** Production and Shop Manager

**Responsibilities:**

- Pack or package by hand a variety of products per product specifications
- Labeling the correct lot number, part number and any other relevant information as instructed
- Properly sealing the package
- Monitoring own work to ensure a quality product that meets all customer and company requirements
- Maintaining a clean work space individually and all community areas
- Understanding and optimizing up time, rates, quality and yield including process improvements
- Accurately report daily production, scrap and packaging, quantities, size, date, type of products, and lot numbers
- Participating and contribute to our quality management system
- Adhering to all company policies and procedures
- Performing other duties as assigned

**Safety:**

- Safety minded at all times
- Follow all safety rules
- Keeps work area clean
- Use Personal Protective Equipment (PPE) as necessary for task at hand
- Report any unsafe work practices, injuries or quality issues to your supervisor
- LOTO

**Communication:**

- Ability to communicate effectively with coworkers
- Ability to read and understand basic English
- Bi-lingual is helpful but not a requirement



750 N. BAKER DRIVE, ITASCA, IL 60143 • 1.800.419.4583 • F: 888.371.8314

**Tools Used:**

- Must be able to use safely and properly use inspection and measuring tools including and not limited to gages, rulers, tape measures, scales, calculator, hand tools including but not limited to utility knife, hammer, screwdriver and wrenches.

**Skills:**

- Material handling duties required
- Walk frequently within department, and ability to stand during the entire production shift
- Bend, stoop, push, pull, grasp, reach, kneel, twist frequently during the shift
- Lift up to 35 pounds
- Work efficiently in a fast paced, multi-tasking environment
- Identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations
- Use time efficiently
- Detail, process, and goal oriented
- Basic math including addition, subtraction, multiplication and division with and without a calculator
- Basic computer skills, Microsoft Office products emphasis on Outlook
- Climb stairs
- Ability to operate a forklift is preferred but not required

**Benefits**

- Two fifteen-minute paid breaks per day
- 10 paid holidays
- Choice of HMO or PPO Medical Insurance, Dental and Vision Insurance offered
- 401k, 3% employer match

**Education and Experience**

- High school diploma or equivalent preferred
- Experience preferred

Work is performed indoors, temperatures can range from 55 F to 95 F. Frequent exposure to the smell of different molten adhesive formulas.

Salary is commensurate with experience

Must be able to pass background check and drug screen