



# HAMMER PACKAGING

*Leading with the Right People*

## *Position Description for* **Material Handler**

**Reports To:** Traffic Manager

**FLSA:** 2

**EEO:** 7

**Job Grade:** 2

**Last Update:** 12/7/2005

**Previous Version:** 5/27/2003

### **Qualifications:**

**Education/Certifications:**

Educational background will be considered

**Knowledge/Experience:**

3-6 months of prior material handling experience.

**Skills:**

Forklift

### **Basic Accountability:**

1. Knowledge of, understanding of and compliance to all QOD's that are associated with your job description.
2. Actively participate in Hammer Packaging's Lean, Quality, Product Safety, SQF (Safe Quality Foods), and Workplace Safety Programs.
3. Monitor boxes for mis-labeling and possible mixing.
4. Build special skids and related packaging materials.
5. Monitor shipping supplies and inform the shipping office of low inventory.
6. Coordinate transfer of finished goods to go into inventory.
7. Set over finished work when productions constraints dictate.
8. See that customer specifications are adhered to per ship request or via email.
9. Oversee that the bail truck is properly stacked.
10. Receive substrates into inventory. Match substrate receipt quantities against actual substrate quantity received.
11. Check partial skids to be returned to inventory for proper packaging and fix as needed. Complete transfer report for all partials to be returned and load onto first truck available.
12. Maintenance of products kept in the paper inventory and coating area racks that require use of forklift.
13. Assist all departments where use of the forklift is needed.
14. Collection, staging and loading of empty skids/tops to be returned.
15. Assist with bailing duties and keeping waste streams clean (no mixing).
16. Load out bound trucks and verify carton/skid counts.
17. Notify of any faulty/broken equipment.
18. Work with WIP and inventory releases.
19. Assist with training.
20. Assist with shoveling and salting when needed.

**Base Training Period (Hours):** 80

### **Working Conditions:**

# Material Handler

## Physical Job Requirements

*0: Never, 1: Occasionally, 2: Frequently, 3: Constantly*

### Office/ Administration/ Management

### Production/ Manufacturing

Use of Telephone:

Standing:

Sitting:

Walking:

Lifting up to 10 lbs:

Lifting more than 10 lbs:

Keyboarding or Typing:

Viewing Computer Screen:

Public Speaking:

Climbing Stairs:

Meeting Participation:

Standing:

Sitting:

Kneeling:

Bending Over Sideways:

Climbing Stairs:

Walking:

Lifting up to 10 lbs:

Lifting more than 10 lbs:

Lifting more than 50lbs:

Lifting more than 100 lbs:

Exposure to High Speed Moving Parts:

Exposure to Chemicals:

Exposure to Chemical Fumes:

Exposure to Loud Noises:

Exposure to or Use of Sharp Objects:

Hand Truck Operation (Electric or Manual):

Focusing Using a Magnifying Glass:

Meeting Participation: