

JOB DESCRIPTION

Position: Packaging Specialist
Department: Production
Location: Addison
Shift: 1st, 2nd and 3rd
Reports to: Shift Supervisor

Full Time:
FLSA: Non-Exempt/Hourly

SUMMARY

Responsible for ensuring proper components and procedures are used when working in a production area.

ESSENTIAL DUTIES

& RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability to read and write English at an appropriate level to read and write (complete) required paperwork
- Ability to properly inspect all production.
- Ability to properly pack product according to standards.
- Ability to maintain a safe work area.
- Ability to communicate any problems with the machine, material or product to an appropriate Blackhawk representative.
- Ability to perform all of the above under the given Physical Demands and Work Environment detailed below.
- Ability to use basic math for the completion of required production data information and forms
- Ability to follow all HACCP and SQF policies and procedures.

**NON-ESSENTIAL DUTIES
& RESPONSIBILITIES**

- Ability to keep a clean work area.
- Ability to assist other employees in the department as required and as time permits.
- Ability to train new department employees as requested.
- Available to work overtime as required/requested.

**SUPERVISORY
RESPONSIBILITIES**

- Not applicable.

Pay Classifications

Classifications will be determined by the Manager and will be evaluated accordingly by job knowledge or every year, as part of the employee's annual review, which ever comes first.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative. Reasonable accommodation may be made to enable individuals with disabilities to perform non-essential functions.

Education and Experience requirement

Not Applicable

Language and Mathematical Skills requirement

Ability to read and comprehend basic instructions in English. (See Essential Duty Number One). Basic math skills required. (See Essential Duty Number Eight).

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to stand for long periods of time. The employee frequently is required to finger, handle or touch objects, tools, or controls and to reach above the shoulder. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 20 pounds. (Employee is expected to practice proper lifting techniques). Specific vision abilities required by this job include close vision, color acuity, and peripheral vision. The work environment is a production environment with a loud noise level. In addition, not all work areas are temperature controlled. At times, the work environment may be significantly above 70 degrees Fahrenheit or significantly below 70 degrees Fahrenheit. Personal protective equipment is available and in some instances required.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
