

**Job Title:** Packer

**Basic Function:** Inspect and prepare finished product to be shipped.

**Responsibilities include, but are not limited to:**

- Properly and efficiently package product into boxes.
- Perform frequent visual and measureable quality checks on products to make sure they are in spec before being placed into boxes.
- Tape, stamp, stack, label, and shrink wrap boxes appropriately.
- Report product defects to machine operators and/or supervisor.
- Place scraps and non-conforming product into proper bins. Transport scraps to baler and operate baler. Prepare non-conforming products to be boxed, stacked, and placed in designated area.
- Maintain a safe and clean working environment.
- Ability to operate a forklift, standing forklift, and clamp lift.
- Maintain the daily production report including; quantity of product produced, waste totals, and non-conforming product.
- Monitor and replenish the glue pot for the rewinder.
- Monitor and replenish lube for the log saw.
- Use proper lock out tag out procedures.

**Skills:**

Oral Communication Skill	Able to work with a team and independently
Time Management	Able to lift and carry 50lbs repeatedly
Organization	Capable of lifting 75lbs occasionally
Basic Math Skills	Able to work in a fast paced environment
Attention to detail	