

Snappy Popcorn, Co., Inc. Job Description

Job Title: Production Packager
Report to: Microwave Plant Manager

FLSA Status: Non-Exempt
Classification: Regular Full Time

Job Overview: This position will be responsible to help in the production and packaging of microwave popcorn, snap-pak, and all private label items. Physically, this employee will be responsible for standing for long periods of time and lift up to 35 pounds repetitively. Employee will be responsible for keeping areas clean and organized. Assist other personnel or work alone on special projects as directed. Perform various inventory audits as directed. Assist in the training of current/new Production Packagers. Responsible for following GMPs.

Essential Functions:

- 1. Operations** - Must be able to read and understand weekly schedules. Work as part of a team to maximize productivity and efficiency. Dependability, multi-tasking and ability to follow directions accurately.
- 2. Quality Assurance** – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Inspects quality of products and accurately matches work orders. Performs quality check requirements by following organization standards and completes related paperwork. Maintains cleanliness of assigned area and department. Identifies damages or missing products and notifies supervisor immediately.
- 3. Safety Compliance & Participation** - Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations. Maintains professional and technical knowledge as required in the position described above. Trains new Production Packagers. Refers problems and concerns to the Microwave Plant Manager. Ensures safety rules and standard operating procedures are followed at all times. Must be willing to be cross-trained and move to other areas when needed.

General Requirements: Describes the minimum education and experience, certifications, licenses, and skill sets needed to perform the job.

High School diploma or equivalent is preferred. Prior work experience in manufacturing or food industry is a plus. Must be able to read and understand weekly schedules and instructions. Demonstrates ability to work under pressure and within time constraints. Must have good hand/eye coordination and manual dexterity. Basic mathematic and measurement skills are required. Must be self-motivated and able to work independently as well as part of a team.

Knowledge, Skills and Abilities: Describes the mental and physical demands and working conditions needed to perform the job.

Ability to concentrate for an extended period of time and to accurately handle extensive detail. Ability to effectively and professionally handle the stressful demands of a manufacturing environment. General physical tasks could be described as periodic standing, stooping, bending, twisting, walking and reaching above shoulder level. Lifting overhead up to 15-35 lbs. Lifting general weight up to 35 lbs. Operates pallet jacks. Must be able to work in an environment with exposure to noise, dust particles and/or fumes. Satisfactory ability to schedule own time effectively to accomplish multiple tasks. Effective communication and ability to present information in a clear and understandable manner in both written and verbal form. Ability to accept constructive criticism. Must have ability to prioritize responsibilities and adapt to changes when necessary. Ability to comply with all company policies, safety, practices and standards of performance. Fast paced environment with multiple areas of responsibility.

Goals: To support the manufacturing processes:

- To promote a team focused, positive work environment which creates opportunity for continuous improvement and personal growth.
- To supply all customers, both internal and external with a value added product that is superior to all competition.
- To lead the industry in manufacturing of critically machined, close tolerance components and subassemblies.
- To utilize all resources associated with manufacturing in an environmentally responsible way.

Note: Snappy reserves the right to revise or change job duties or responsibilities as the need arises with the cooperation and agreement of the current position holder. The job description does not constitute a written or implied contract of employment.

Shift Hours _____

Employee Initials _____

Date: _____