

EnvirOx, LLC.
Job Description

Job Title: Packaging Assembler
Department: Production
Reports To: Production Manager
FLSA Status: Non-Exempt
Date Prepared: 4/2022
Prepared By: HR Manager
Starting Salary: \$13 up to \$15.50/hr. after successful completion of qualification program.

Summary: The packaging assembler is responsible for many different aspects of running the packaging line. These aspects include operations, maintenance, quality, housekeeping and other tasks as assigned by the production manager and Team Lead which include performing assembly tasks involved in the production of filling bottles and packaging finished goods for distribution. Follow standard work methods and practice safe work habits to ensure production is efficient and timely as possible with the highest level of quality.

Essential Duties and Responsibilities include the following. Other (exempt or non-exempt) duties may be assigned.

- Perform repetitive workstation or assembly line operations to mass produce liquid filled bottles and assemble components for finished product.
- Complete tasks as assigned by Production Supervisor to ensure output remains current with production schedule.
- Transfer chemicals from blending tanks into assembly machine and channel to individual bottles.
- Perform quality control procedures. Weigh bottles for accurate fluid level. Ensure caps are applied properly. Verify accuracy of labels and batch numbers.
- Package finished bottles inside boxes and load onto skids for distribution or inventory.
- Report defective materials, questionable conditions, or process improvement suggestions to the department team leader.
- Perform line transfer duties such as flushing and rinsing holding tank after specific chemicals have been distributed through the machine. Change machine settings to meet production specifications.
- Responsible for the safe operation of equipment in accordance with standard operating procedures. Maintain work area and equipment in a clean and orderly condition and follow prescribed safety regulations.
- May work at different workstations as production needs require, or shift from one station to another during the assembly process

- Efficiently operate packaging lines one and two and stay knowledgeable in all areas, understanding the fundamentals of how each section operates. These sections include the filler, capper, box former, and packing stations, labeler, bottle printer plus all pumps and pieces that are related to these areas
- Understand and complete each assigned run that is on the board and those that are considered emergency
- Be able read and comprehend a bill of materials list that helps identify which components are necessary for running each individual product
- Identify potential issues with the line that may result in extended down times, or out of spec product and provide that insight to support staff
- Verify all quality aspects of line so that each finished product is up to EnvirOx standards. This includes machine reliability, component use accuracy, lot number accuracy and batch accuracy
- Help maintain the line by doing basic machine adjustments and logging down these adjustments so that in the future, the information is more readily available. Maintaining the machines is taking ownership of the machines which can lead to future successes
- Perform daily housekeeping routines such as floor care, removing debris, emptying garbage containers, cleaning up and removing old or damaged components so that they are not accidentally put back into use, and wiping down machines to ensure that are clean and free of debris, and compacting cardboard and recycling all recyclable goods
- Help perform any duties for EnvirOx which include one off orders such as pails, kits, repacks and damaged good replacement
- Take part in all training programs including production, safety and company history
- Be mindful of manufacturing techniques such as 5S, Continuous Improvement, and Root Cause Analysis

Education and/or Experience:

- High School Diploma or equivalent.
- One to three years related work experience and/or training; or equivalent combination of education and experience

Knowledge, Skills and Abilities:

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form and ensure proper follow through
- Ability to apply basic math and reading comprehension
- Strong attention to detail and capable of performing repetitive tasks with a high level of accuracy and high output
- Ability to lift up to 50 lbs on a consistent basis

- Strong work ethic, critical thinking skills and desire to succeed
- Strong interpersonal skills and ability to cooperate and achieve results in a team based environment

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Accountability: Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little need for oversight. Accepts responsibility for own actions. Strives to learn, understand and put into practice the EnvirOx model of Accountability as defined through the teaching of the Oz Principle.

Cooperation & Teamwork: Works harmoniously with others to get a job done; responds positively to instructions and procedures. Able to work well with other staff members and a variety of different personalities. Shares critical information with everyone involved in a project. Values positive working relationships. When appropriate, seeks the opinion of others.

Drive for Results: Is committed to doing what it takes to consistently achieve all commitments and performance goals which have been aligned with EnvirOx company goals and key results. Drives for results in improving organizational performance through one's every day contributions to make positive progress towards company objectives.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____