

PLANET LABEL POSITION DESCRIPTION

Job Title: Production Helper

Essential Duties and Responsibilities

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

Tin Tie Application, Valve Application, Packaging

- Operate manual & automatic tin tie equipment
- Operate manual valve equipment
- Prepare and package bag orders
- Assist in preparing, organizing and packaging label shipments
- Assist bag equipment operators, as needed

Daily Work Schedule

The time spent doing the different functions will vary from day to day based upon the daily need.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Ability to prioritize and organize workload
- Ability to work with multiple priorities and meet deadlines
- Must be detail-oriented and accurate
- Ability to communicate effectively in writing, in person and over the phone
- Must have a strong understanding of products and product lines

Specific Skills, Licensure and Certifications

- NA

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee is frequently required to lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgement _____

Date _____

Supervisor/Manager Acknowledgment _____

Date _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.