



<b>Job title</b>	Packing Associate – Second Shift
<b>Reports to</b>	Packing Room Supervisor

**Hours of Work 3:00PM – 1:30AM – Monday through Thursday (4 Ten-hour Shifts)**

**Summary**

The Packing Associate works in the Packing Room and is responsible for manually packing glass vials.

**Duties and responsibilities**

- Pack glass vials into trays delivered via glass machine conveyor belts, assuring vial type and quantities are correct.
- Performs initial visual quality inspections on products.
- Report defective materials or questionable conditions to appropriate personnel.
- Train as a Glass Vial Inspector to provide coverage as needed
- Maintains ISO 9001 procedures and work instructions.
- Complies with job safety practices, policies, and procedures as specified in plant and corporate directives for safe performance of work assignment.
- Follows appropriate standard operating procedures (SOPs).
- Maintain the work area in a clean and orderly condition.
- Other duties as assigned.

**Competencies**

- Experience in a manufacturing packing environment preferred.
- Understand and follow basic verbal and written instructions.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Dependability –the individual is consistently at work and on time, responds to management direction and solicits feedback to improve performance.
- Adaptability- the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.
- Must be able to read, write, and communicate using the English language.

**Working Conditions**

- Wear provided/required Personal Protective Equipment (hair net, safety glasses and gloves or latex finger covers).
- Works in Packing Room with other packers.
- May be requested to work overtime or weekends for special program events or deadlines.

**Physical requirement**

The physical environment requires the employee to work inside. It may be hot at times. The employee frequently is required to walk, stand, sit, bend, reach and use hands to finger.

## PHYSICAL DEMANDS ANALYSIS

### POSITION: Glass Packing Associate

The physical requirements of the job have been identified below:

N:	Never (0% of the time)	F:	Frequently (34% - 66% or 2.5 – 5.5 hrs./day)
O:	Occasionally (1 – 33% or 2.5 hrs/day)	C:	Constantly (67 – 100% or 5.5 hrs/day)

Activity	N	O	F	C	Activity	N	O	F	C
Sitting				X	Bending at Waist		X		
Standing		X			Squatting		X		
Walking		X			Kneeling/Crouch		X		
Driving Auto or Standard	X				Climbing (Stairs or Ladders)	X			
Extreme Environmental Conditions				X	Crawling	X			
<b>Pushing/Pulling</b>					<b>Lifting/Carrying</b>				
10 lbs. or less				X	10 lbs. or less				X
11 – 20 lbs.	X				11 – 20 lbs.	X			
21 – 50 lbs	X				21 – 50 lbs.	X			
51 – 100 lbs.	X				51 – 100 lbs.	X			

Indicates B = Both, R = Right, L = Left	B	R	L
Use of upper extremities	X		
Foot Controls			
Handling/Grasping	X		
Keying/Typing			
Reaching Above Shoulder			