



N.E.W. PLASTICS CORP.

Job Title: Inspector Packager
Department: Bottle Production
Reports To: Team Leader
FLSA Status: Non-Exempt Full Time
Updated Date: August 2013

PRIMARY PURPOSE

Team members in this role will be expected to contribute to maintaining a high quality work environment at N.E.W. Plastics Corp. This position supports the Food Safety and Quality Management Systems by following the work rules outlined in the Team member Handbook, working cooperatively and effectively with others in the organization, sharing information to enable others to do their jobs, and displaying good customer service to our internal and external customers consistent with our values.

The purpose of this position is to inspect bottles coming from the machine for quality and pack the bottles so they can be delivered to the customer.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

1. Inspect bottles for quality defects and notifies QC and Maintenance when there is an ongoing quality problem.
2. Communicate with the previous Inspector/Operator and new Inspector/Operator about ongoing quality issues including information on potential or past quality problems for the bottle running.
3. Review production records to ensure the product is being packed according to the specification.
4. Correctly fill out all labels on the product.
5. Complete all production paperwork in an accurate and timely manner.
6. Responsible for maintaining a work area clean and clutter free.
7. Responsible for attending all mandatory meetings and punching in and out of the time clock as required.
8. Follow all safety and Good Manufacturing Practices (GMP) policies and procedures.
9. Responsible for continuous improvement areas in all plant operations.
10. Participates on teams and group discussions.
11. Train new employees as needed.

Decisions Making: Decisions that this role is solely responsible for and only checked periodically.

Personal Characteristics: The behaviors and traits of the person that leverage the skills and abilities.

1. Willing to ask questions
2. Can figure out “peel away” to get to information
3. Structured thinking

Qualification/Requirements: 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.

1. 6 – 12 months of related experience or high school diploma or equivalent.
2. Communicate clearly and concisely, both in written and oral fashion, in a friendly and professional manner.
3. Able to manage multiple tasks effectively.
4. Ability to apply concepts such as basic mathematics (addition, subtraction, multiplication, division) to practical situations.
5. Ability to interpret a variety of instructions furnished in written, picture, oral, diagram or schedule format.
6. Ability to work in a computerized environment.

PHYSICAL DEMANDS:

The physical demands 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. The incumbent must be able to lift at least thirty pounds.

NEVER (0%)	RARELY (1-5%)	OCCASIONALLY (5-33%)	FREQUENTLY (34-66%)	CONSTANTLY (67-100%)
		FREQUENCY	LEVELS	DISTANCE
Lifting/Carrying:				
Under 10 lbs		Frequently	Varying Levels-Overhead to Floor	Up to 10 ft.
10-20 lbs		Frequently	Varying Levels-Overhead to Floor	Up to 10 ft.
21-50 lbs		Occasionally	Varying Levels-Overhead to Floor	Up to 10 ft.
50-100 lbs		Never	Varying Levels-Overhead to Floor	Up to 10 ft.
Over 100 lbs		Never	Varying Levels-Overhead to Floor	Up to 10 ft.
Reaching:		Constantly	To pick up, inspect and pack bottles.	Arm's length to overhead
Sitting:		Rarely	N/A	N/A
Standing:		Constantly	N/A	N/A
Walking:		Frequently	May climb stairs and ladders at times.	Manufacturing
Driving:		Never	N/A	N/A
Bending:		Constantly	N/A	To foot level
Kneeling:		Occasionally	N/A	N/A
Crouching:		Occasionally	N/A	To foot level
Squatting:				
Twisting: (Torso)		Constantly	N/A	Reaching objects
Climbing:		Occasionally	N/A	Climbing stairs/ladders
Pushing/Pulling:				
Under 10 lbs		Constantly	Moving boxes and materials on production floor.	Arms distance
10-20 lbs		Frequently		Arms distance
21-50 lbs		Occasionally		Arms distance
51-75 lbs		Rarely	N/A	N/A
76-100 lbs		Never	N/A	N/A
Extremity Movements:		Frequency	R=Right / L=Left / B= Both	Yes or No
Dominant Hand:		Frequently	R or L	Yes
Both hands:		Constantly	B	Yes
Both feet:		Constantly	B	Yes
General Sight Requirements:		Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.		
Binocular:		Not applicable.		
Field of Vision:		Not applicable.		
Color Discrimination:		None.		
HEARING:		Significant interaction with internal parties.		

SPEECH AND LANGUAGE:

- Visual comprehension (understanding/processing written word and visual observations)
- Perform written communication.
- Communication with co-workers, leaders verbally.

ENVIRONMENT:

Work Hours:	Up to 40 hours per week with overtime by assignment
Inside:	100 % There are no offensive smells or vapors.
Outside:	0%
Extreme Cold / Heat:	No / Yes
Noise:	The work environment is well lit and the noise level is moderate but not excessive.
Hazards:	Significant motion hazards within the manufacturing environment.
Tools used:	Knife, knockout sticks, etc.
Safety equipment :	This area requires the use of safety glasses , hearing protection, gloves and hair nets.