

**MIDLANDS PACKAGING CORP
JOB DESCRIPTION**

Job Title: Finishing Stripper/Boxer/ Flat Pack

Department: Finishing Production
FSLA Status: Non-Exempt
Reports to: Finishing Supervisor
Location: Lincoln

Summary: Prepare carton blanks for gluing operation. Remove product from gluers. Packing completed product into cases for shipment.

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

- Read and understand customer's requirements from the job ticket.
- Remove excess paper from flat cartons and prepare for gluing
- Remove finished product from gluing/folding operation or assemble flat pack product to be packing into boxes and then placed on pallets for shipment
- Run visual inspections of product for accuracy and defects as it comes off conveyor
- Complete all forms or paperwork as well as computer entry required.
- Cleans area at the end of each job and prepares for next order
- Move product by driving a forklift or using hand-jack

Responsibility

Perform all activities in a safety conscience manner.

Qualification/Requirements:

Every employee exhibits integrity and character that shows a favorable example to all employees. To perform this job successfully, an individual must possess competencies in technical aptitude, communication proficiency, organizational skills and time management 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/Training/Experience:

Education level of high school or above is required, with a GED equivalency accepted. Previous experience in a manufacturing or associated field and basic computer skills.

Language Skills:

Must have a good command of the English language, oral and written. Must have the ability to read and understand company orders and forms. Must be able to read and comprehend simple instructions and communicate with others. Reasonable accommodations may apply.

Mathematical Skills:

Ability to perform basic math skills add, subtract, multiply divide, fractions, decimals and percentages. Ability to take and read measurements using a tape measure.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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.

While performing the duties of the job, the employee is regularly required to stand, use hands and fingers, handle controls, see, talk and hear. The employee frequently is required to reach with hands and arms. The employee is often required to sit, walk, climb, stoop, crouch, crawl, climb, and kneel. The employee must regularly lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. For the most part extreme room temperatures and appropriate lighting provided. The noise level in the work environment is usually high.