Job Title: Packer
Department: Production
Reports To: Management Team
Status: Hourly/$11

Summary: Responsible for stacking and piling goods into their correct containers and preparing them for shipment using various equipment. Cleans and prepares area before working with goods. Follows proper GMPs and food safety as needed.

Essential Duties and Responsibilities include the following:

Stack and pile finished goods into containers.

Prepare goods for shipment.

Maintain a high degree of cleanliness.

Pack off products following a specific set of instructions.

Clean and prepare area for packing.

Check to ensure containers are not damaged.

Verify if items pulled out of package are correct.

Fill out forms and papers to record measurement, weight, and product count.

Review and execute schedule accordingly.

Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.

Seal and label each package where needed.

Move completed packages for loading.

Examine and inspect containers, materials, and products in order to ensure that packing needs are met.

Mark and label packages, bottles, or products, using marking tools.

Place or pour products or materials into containers, using hand tools and equipment, or fill containers from spouts or chutes.

Remove completed products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks.

Load materials and products into package processing equipment.

Measure, weigh, and count products and materials.

Record product, packaging, and order information on specified forms and records.