

## **Rhodes International, Inc. Job Description**

**Job Title:** Packaging Floor Operator  
**Department:** Production  
**Reports To:** Team Lead  
**FLSA Status:** Non-Exempt  
**Revised By:** Katie Dockstader & Theresa Dew  
**Prepared Date:** 5/27/2019  
**Approved By:** Erik Lehnardt  
**Approved Date:** **June 18, 2019**

### **Summary**

The Packaging Floor Operator sets up, operates, and tends a variety of packaging equipment machines designed to erect, seal, stack, and palletize boxes on one (1) or more packaging lines in preparation for shipment and/or storage. Facilitates machine setups, changeovers, procedural adjustments, and shutdown sanitation cleanup. Monitors related functions to ensure proper processing and packaging of product according to Company specifications. Operates lift truck and/or pallet jack to sort and transfer containers of finished products.

### **Key Performance Indicators**

An employee in this position will know that they are performing their job well when they accomplish these objectives.

- Establish proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.

### **Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be assigned.

#### Set-up Duties

- Loads product specific boxes into the case erector; Adjusts the case erector for the proper size box; Assures that the glue machine is in proper working order to accommodate different sizes of boxes; Makes adjustments on the front end so boxes drop onto conveyor properly;

## Packaging Floor Operator

Cleans glue jets and fills the glue unit with glue pieces.

- Adjusts the tamper shaker, bump table, case sealer, and case weigher to accommodate the product specific boxes.
- Adjusts printers at the printing station and selects proper printing for a specific product.
- Ensures that the robot and the stretch wrap machine are operational.

### Operation Monitoring Duties

- Keeps area stocked with supplies to ensure efficient operation; Replenishes supplies as necessary.
- Observes and monitors the operation of various packaging machines. Examines completed work to detect defects and verifies conformance to work orders.
- Detects and corrects machine malfunctions such as improper forming, glue flow, etc. and notifies Team Lead as necessary to correct production problems.
- Monitors control panels or other indicators to ensure that all machines in the process are working properly.
- Assures machines and conveyors are regulated at speeds and settings that keep the system in sync with production output.
- Observes glue jets, cleans glue jets, and monitors the glue temperature.
- Monitors case sealer tape rolls and replaces tape rolls as needed.
- Monitors ink levels at the printing station and changes ink as needed; Watches for proper product packing characteristics including print clarity, color, package shape, and date code stamps.

### Keymac Duties

- Responsible for a successful startup by ensuring machine is clear of jams, conveyors are set to cartons, cartons and glue are properly loaded, printer is properly setup, etc.
- Performs all duties in accordance with Standard Operating Procedures (SOPs).

## Packaging Floor Operator

- Responsible for loading and unloading cartons into the Keymac according to protocol; Responsible for efficient product change overs by ensuring proper processes are followed.
- Completes quality checks to ensure weights and counts are according to specifications; Troubleshoots and adjusts machine when cartons vary from standard.
- Understands procedure for E-Stops on the Keymac and Conveyors.
- Troubleshoots malfunctions that arise while operating the Keymac.

### Case Erector Duties

- Loads product specific boxes into the case erector; Adjusts the case erector for the proper size box; Assures that the glue machine is in proper working order to accommodate different size boxes; Makes adjustments on the front end so boxes drop onto the conveyor properly; Cleans glue jets and fills the glue unit with glue pieces.
- Coordinates change-overs on the case erector, supplying the specific boxes and making appropriate machine adjustments.

### Pallet Puller Duties

- Monitors the robot palletizer. Clears machine if cases need to be readjusted.
- Monitors the stretch wrap machine and changes out stretch wrap rolls as needed.
- Monitors boxes coming to be palletized to assure proper orientation and suitable taping gluing or taping of boxes.
- Clears jams or related mishaps in the robot cage.
- Using the computer, creates stickers for pallets. Maintains and changes printing supplies as necessary.
- Manually restacks pallets and partial pallets when necessary prior to shrink-wrapping in order to prepare the pallet for transferring to the warehouse.

## Packaging Floor Operator

- Performs visual check on each completed pallet to assure proper printing appears on boxes.
- Bring packaging supplies from warehouse as needed, recording lot numbers.
- Keeps supply of pallets in robot cage and in pallet staging area.
- Brings out enough ingredients for mixers from the warehouse for their shift or particular batch.
- Brings out frosting ingredients and frosting totes and puts finished frosting totes back in warehouse (Line 2).
- Handles change overs: changes print heads, adjusts rails, adjusts robot programming.
- Dumps waste dumpster as needed.
- Performs routine post and pre inspections to ensure suitable working nature of forklift equipment.

### Packaging Floor Operator Additional Duties

- Helps coordinate efforts of packaging crew, Pearson operator, pallet puller, and Extreme Operator.
- Coordinates with the Team Lead to assure job rotations take place in order to keep skills current.
- Coordinates with the Team Lead to ensure timely movement of product.
- At the end of the shift, stays in the work area until properly relieved.
- Communicates any important information to the Team Lead and relief. Writes any necessary notes in the Red Zone log.
- Is consistently at work and on time.

### Quality and Sanitation

- Follows Good Manufacturing Practice (GMP) guidelines.

## Packaging Floor Operator

- Participates in and supports Rhodes' Continuous Improvement program.
- Immediately reports any problems with the equipment to the Team Lead.
- Watches for contamination in the product along any point of production; If contamination is discovered, stops production and notifies Team Lead immediately.
- Puts away all packaging materials. Makes sure materials are sealed. If it is a partial pallet, labels materials with date and initials label. Puts away all ingredients on clean-up.
- Completes regular quality checks in RedZone.
- Keeps work area clean and organized at all times. Cleans machines and equipment at the end of the shift. Sweeps floors and washes with soapy water as necessary.
- Participates in weekly plant wide cleaning to help assure a clean and sanitary food processing facility. Uses appropriate cleaning equipment according to correct specifications and use requirements.

### Safety

- Works in a safe and productive manner; Abides by all processes of the Job Safety Analysis (JSA).
- Understands lock-out, tag-out procedures and applies them appropriately during machinery set-up and cleaning.
- Remains aware to potential accident and health hazards; Notifies the Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Wears all required PPE including safety shoes, bump caps or hard hats, and hearing protection. During cleanup wears additional PPE including safety glasses, and/or face shields, rubber gloves, rain suit, and rubber safety boots.

### Other Duties

In addition to the above essential duties other duties may be assigned.

- Assists Utility workers with boxing products.

## Packaging Floor Operator

- Assists with duties assigned by the Team Lead or Plant Manager if qualified to do so.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **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: High school diploma or general education degree (GED) preferred; Three (3) months packaging experience preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Team Leads and co-workers based on the assumption that such individuals can only speak and understand English. Ability to read and comprehend written and oral instructions – such as safety materials, operating and maintenance instructions, procedural manuals, short correspondence, and memos. Ability to prepare reports, complete forms, and write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

Mechanical Skills: Must exhibit mechanical aptitude to operate equipment.

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.

Computer Skills: Able to use basic computer equipment and software applications. Must be able to operate machines using a touch screen. Must have the ability to record and retrieve data and production information on computer tablets throughout the plant. Should know or have the desire to learn PLC functions and be able to operate machines using touch screens. Some practical application of CNC or robot programming a plus.

Certificates, Licenses, Registrations: Company issued pallet jack and lift truck driver certification.

## Packaging Floor Operator

Other Skills and Abilities: Has been trained and is proficient or is willing to train and become proficient in Six Sigma, Arbinger, and Lean programs.

### **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 this job, the employee is regularly required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and 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 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 exposed to moving mechanical parts and fumes or airborne particles, specifically including wheat flour dust. The employee is occasionally exposed to extreme heat, high pressure hot water, wet and/or humid conditions, high or precarious places, and vibration. The noise level in the work environment is usually very loud.

### **Competency**

To perform the job successfully, an individual should demonstrate the following competencies:

#### Intellectual Competency

- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

## Packaging Floor Operator

- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

### Interpersonal Competency

- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains confidentiality; Maintains an outward mindset.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication – Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.

### Organizational Competency

- Business Insight - Displays orientation to profitability; Understands business implications of decisions.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics – Treats others with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

### Self-Management Competency



## Packaging Floor Operator

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Must be detailed oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Reports any tampering of product; Uses equipment and materials properly.

**Certification**

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position.

Team Lead's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.