



**Job Title**      **Helper**  
**Reports To:** **Production Manager**  
**FSLA status:** **Non-Exempt**  
**Department:** **Production**

**Description Summary:** Feed materials into or remove materials from machines or equipment that is automatic or tended by other machine operators. Responsible for all activities associated with stacking the equipment and helping the operators including setup, operation, cleanup, and recommending improvements to operations.

**Essential Duties and Responsibilities include the following. Other duties may be assigned by management:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Inspect materials and products for defects, and to ensure conformance to specifications.

Remove materials and products from machines and equipment, and place them in boxes, trucks or conveyors, using hand tools and moving devices.

Push dual control buttons and move controls to start, stop, or adjust machinery and equipment.

Identify and mark materials, products, and samples, following instructions.

Load materials and products into machines and equipment, or onto conveyors, using hand tools and moving devices.

Weigh or measure materials or products to ensure conformance to specifications.

Fasten, package, or stack materials and products, using hand tools and fastening equipment.

Record production and operational data, such as amount of materials processed.

Transfer materials and products to and from machinery and equipment.

Open and close gates of belt and pneumatic conveyors on machines that are fed directly from preceding machines.

Shovel or scoop materials into containers, machines, or equipment for processing, storage, or transport.

Read and follow instructions on factory masters.

Set-up bundler, hold down arm, load former, and delivery end of machine accurately in accordance with proper setup techniques.

Fold products and product parts during processing.

Secure proper cover sheets, tie sheets, and load tags for production runs.

Stack finished boxes in accordance with factory master.

Monitor quality of boxes and report quality problems to Operator.

Assist lead machine operator and assistant machine operator as necessary.

Be willing to move up the line of progression to operator regardless of shift.

Ensure correct bundle and unit counts.

Report final count of piece unit to operator.

Complete necessary reports in an accurate and timely manner.

Comply with all company policies and procedures, including safety and maintaining good housekeeping.

Helps operators adhere to production schedule. Makes recommendations for optimizing the schedule to meet cost, quality and service goals. Reports any unusual scheduling issues to Supervisor.

Additional duties may be assigned by management.

### **EDUCATION and/or EXPERIENCE**

High school diploma or GED.

Candidates are **PREFERRED** who offer the following:

6 months' experience as a Bundler.

### **LANGUAGE SKILLS**

Able to read and follow instructions on factory masters.

## **MATHEMATICAL SKILLS**

Able to read a tape measure with speed and accuracy. Able to calculate figures and amounts such as percentages, measurement, volume and rate. Able to apply concepts of high school math.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form. Ability to deal with problems involving one or more concrete variables in standardized situations.

## **TECHNICAL SKILLS**

The individual must have a working knowledge of the following:

Equipment design and capabilities that can be translated into efficient operation.

Product layouts and production specifications

Product quality specifications

Quality standards

## **CERTIFICATES, LICENSES, REGISTRATIONS**

May be required to maintain a current Lift Truck Operator License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

- |               |  |                                  |                                  |   |
|---------------|--|----------------------------------|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None            | <input type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input checked="" type="checkbox"/> 6-8 hrs |
| b. Sit        | <input checked="" type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |
| c. Drive      | <input checked="" type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |

2. Employee may use hands for repetitive:

- Single Grasping  Pushing & Pulling  Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:

Yes  No

4. Employee may need to:

- a. Bend  Frequently  Occasionally  Not at all
- b. Squat  Frequently  Occasionally  Not at all
- c. Climb Stairs  Frequently  Occasionally  Not at all
- d. Lift  Frequently  Occasionally  Not at all

5. Lifting:

Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lift or move 100 pounds occasionally (with assistance), 50 pounds frequently with occasional sitting and frequent standing/walking.

**KEY TO TERMS:  
Sedentary Work**

Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts

**Light Work (not to be confused with the terms of modified or transitional work)**

Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls).

**Medium Work**

Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day.

**Heavy Work**

Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.

**Very Heavy Work**

Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the Department of Labor(DOL) and applied to work tasks i.e. rare to occasional (R/O), frequent (F) and constant (C). The DOL definitions of frequencies are:

Rare to Occasional (R/O)	0-20 times during a shift or 33% of the time
Frequent (F)	20-100 times during a shift or 33-66% of the time
Constant (C)	Over 100 times during a shift or 66-100%

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_