
STANDBAST GROUP

Job Description

This is a 2nd shift position!

Position Overview: The function of a General Utility employee is essentially a “floater” within the plant. Responsibilities include filling in and/or assisting in positions in order to help the plant accommodate vacations, report-offs, and surge in volume.

Organizational Alignment:

- Reports to 1st or 2nd Shift Supervisor (Depending on machine/work assignment)
- Works with other crew members to efficiently maintain the flow of production.
- Temp to Full-Time positions available for highly motivated individuals.

Position Responsibilities:

- **“Forklift Trucker” (Jeep Driver)** – This role encompasses moving units with forklift in various ways. The jeep drivers in shipping load trucks and the warehouse with units of corrugated finished goods both with and without a pallet. These drivers need to be highly skilled in order to avoid damage to fragile corrugated units. The jeep drivers are also responsible for unloading trucks with raw material. The jeep drivers on the production side are responsible for moving and scanning units from the Blackhawk side of the building to the floor stock area and/or the feed conveyors of the machines.
 - o **Requirements:** In all cases, forklift drivers must be able to remain seated for up to 8 hours (not including breaks), get on and off the truck repetitively, be physically capable maneuvering a wheeled cart loaded with product, and be physically able to re-stack corrugated blanks by hand if they spill a load.
- **Gluer Assistant**- The Gluer is used to glue pre-cut and printed corrugated paper that are too complex to be folded in one of the flexo folders. This machine is hand fed by the one team member while another inspects and bundles the product and another builds the finished loads before they are banded for shipping. This position is a very physical job, and you have to be able to count.
 - **Requirements:** The Assistant must be able to use hand tools while setting up the machine, stand repetitively up to 8 hours (not including breaks) lift up to 50 pounds repetitively in order to feed loads into the machine, lift up to 20 pounds repetitively while off-bearing the machines, able to bend and move in a circle to stretch wrap units by hand, and push loads up to 300 pounds on a conveyor line Labeler
- **Labeler Assistant** - The labeler is a production machine that applies labels to corrugated product. This machine is hand fed by the assistant.
 - o **Requirements:** The Assistant must be able to stand repetitively up to 8 hours (not including breaks), assist the operator with set-ups, lift up to 50 pounds repetitively in order to feed loads into the machine hopper, and be able to drive a forklift in order to move loads to the machine in preparation for feeding the machine.
- **Die-Cutter Assistant** – A production machine that cuts sheets of corrugated into finished or semi-finished boxes and stacks them into units. The die-cutter is sometimes handfed, which may be a function of the Assistant, and sometimes has an automatic pre-feeder. The Assistant would be expected to prepare loads of blank corrugated sheets to go in to the pre-feeder and then operate the pre-feeder.
 - o **Requirements:** The Assistant would be expected to prepare loads of blank corrugated sheets to go in to the pre-feeder and then operate the pre-feeder. The Assistant must be able to stand repetitively up to 8 hours (not including breaks), assist the operator with set-ups, lift up to 50 pounds repetitively in order to feed loads into the machine hopper.
- **Flexo Assistant** – Flexo-folder-gluer is a production printing machine. This machine takes the corrugated paper blanks and prints, slots, glues, folds and then bundles them. This machine is either hand fed or has an automatic pre-feeder like the die-cutters. Otherwise the functions are the same as the die-cutter.
 - o **Requirements:** The Assistant would be expected to prepare loads of blank corrugated sheets to go in to the pre-feeder and then operate the pre-feeder. The Assistant must be able to stand repetitively up to 8 hours (not including

breaks), assist the operator with set-ups, and lift up to 50 pounds repetitively in order to feed loads into the machine hopper.

- **Hand Labor** – the function may include hand packing, sorting, or duties to be named.

Accountabilities / Performance Measures:

- Waste Percentage
- Quality Checklists
- Downtime
- Pieces per Machine Hour
- Square Feet per Machine Hour

Knowledge, Skills and Attributes:

To perform these jobs 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.

Experience:

- High school diploma or general education degree (GED)
- Good communication skills
- Ability to read a tape measure
- Ability to Count

Environmental Job Requirements and Working Conditions:

- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to vibration. The noise level in the work environment is usually very loud. The temperature of the plant may be very hot on summer days.

Additional Requirements:

- The plant is BRC certified and all personnel are required to adhere to applicable protocol.
- The plant is a 2 shift operation. Shift handover is at 2PM between shifts. On extended hours personnel must be able to report in earlier on 1st Shift or stay later on 2nd Shift. 1st Shift is normally 5:30AM-2PM, but may be required to report in as early as 2AM (depending on volume requirements). 2nd Shift is normally 2PM-10:30PM, but may be required to stay as late as 2AM (depending on volume requirements).

Job Type: Full-time

Pay: \$15.00 - \$16.00 per hour