



Reliance Packaging

A division of the Sigma Plastics Group

BAG ENTRY LEVEL

DEPARTMENT: Bag
JOB TITLE: Bag Entry Level
REPORTS TO: Bag Department Supervisor

PURPOSE: Assist in production processes and warehousing functions.

JOB DUTIES:

1. Understand and follow safe work practices
2. Read and understand work order before starting run
3. Constantly check on quality of product and document results on quality check sheet
4. Enter production and downtime information into production report. Make and print finished goods and shipping case labels.
5. Able to record production and downtime on production report.
6. Bring rolls to bag department
7. Bring supplies to bag department
8. Load rolls to unwind
9. Able to web the film on the machines
10. Able to make minor adjustments on machines to ensure wicket holes location and lip size are within specification.
11. Able to make minor adjustments on machines to ensure side seal are good
12. Communicate quality and productivity issues to operator (and document it on the quality check sheet)
13. Weigh and wrap finished pallets
14. Housekeeping of bag department including sweeping and emptying trash cans daily.
15. Perform other related duties as directed by the appropriate party, including but not limited to: housekeeping and assisting other employees in the performance of their jobs.
16. Work in a team environment and conduct yourself in a professional manner when working with other employees and/or contractors.
17. Ensure Safe Manufacturing Practices are being followed on a daily basis.

MINIMUM KNOWLEDGE/EDUCATION REQUIREMENTS:

- High school diploma or equivalent or 3 years of experience
- Basic computer skills
- Ability to do basic math
- Ability to read a tape measure

ABILITIES REQUIRED:

- Ability to lift up to 50 pounds
- Ability to stand for long periods on hard surfaces
- Ability to climb 60 feet
- Ability to perform in an environment that is not climate-controlled

DISCLAIMER:

The above information has been designed to indicate the general nature and level of work performed by employees within this classification and is subject to change with or without notice. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.