

# PLM Operations, LLC.

2068 Lapham Dr. | Modesto, CA 95354

Office: (209)523-7413



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## Job Description

**JOB TITLE:** Packers

**Employment :** At-Will

**FLSA :** Non-Exempt

**Department :** Production

**Reports to :** Mike Raposo

**Prepared by :** Cecilia Millan

**Approved by:** Mike Raposo

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### JOB SUMMARY:

Packers will work independently and with other plant personnel to insure proper operation of the production line. They will be responsible for keeping the lines free of backed up product with a speedy packing time. Maintain a quality packed product to the public. All tasks will be performed while supporting the policies, goals and objectives of the company.

### MAJOR FUNCTIONS AND RESPONSABILITIES will include the following (but are not limited to):

- Select clean good quality packaging and proper tape.
- Ensure that damaged or inferior products are pulled off of the production line.
- Ensure that product is sealed and in good condition before packing.
- Maintain a clean, neat and safe working environment.
- Ensure at the start of the shift visually check for any forgotten product on the lines, in the squares where the boxes are placed, clean any dirty tables. Pick up garbage and any tape that is over the tables and keep area clean.
- Select the correct tape and box for the item being produced that day.
- While packing make sure that all packed product is properly sealed and cleaned of any mix.
- Ensure that the wooden sticks are not too small and that all products have stick. Check color, size and that the product is of good quality.
- All products should be packed face up on the same direction with the sticks pointing always to the same side throughout the box. Count each piece being put on the box if you are not sure if box is complete put aside to check later.
- All products should have a date, each bar and each box.
- Any other tasks as assigned by Production Supervisor or Line Lead.

### WORK SCHEDULE:

- This position requires that employees work Monday through Saturday, including some Sundays. Overtime as needed with or without prior notice;
- Hours may vary per day or as necessary to fulfill job responsibilities.
- Regular and Reliable Attendance is required.

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### **FOOD SAFETY POLICY:**

- Each employee is responsible for ensuring strict adherence to the companies Food Safety Management System (s) Policy (ies) and all procedures, Codes of Practice, etc. outlined by management.
- All employees undertake thorough training to ensure understanding and competence in all facets of the companies Food Safety Management System (Good manufacturing Practices, etc.).
- Each employee will receive Food Safety/Safety training on an ongoing basis.
- All employees must follow personal practices to prevent the contamination of our product.

### **EDUCATION/TRAINING/EXPERIENCE**

- Bilingual in English and Spanish is preferred but not required.
- Minimum 1 year of food production/production experience.