



Job Description: Packager

SUMMARY

The Packager is responsible support production by maintaining a safe working area and monitoring quality throughout the shift and being responsible for packaging of products safely and using SOP documents ensuring it is completed correctly. These duties include, stacking material, visual inspection of product, measuring and cutting wood and nailing/packaging the product as well as ongoing communication, and paperwork.

KEY RESPONSIBILITIES

Core Expectations for all MSW Plastics Inc. Employees

- Positive attitude that supports continual learning
- Interacts in a professional and helpful manner with all other team members demonstrating MSW's values (customer focus, meaningful contribution, integrity, continuous improvement, and teamwork)
- Acts with safety of all team members at the forefront, correcting unsafe operations or environments immediately and or bringing them to the attention of supervisor.
- Reports all H & S incidents/infractions to supervisor & health & safety committee members
- Follow 5S program

Production Duties

- Ensures there is consistently good product being produced within specification
- Communicate with operator #1 and 2 throughout the shift
- Maintain quality product.
- Inform all questionable product to Operators 1 and 2 that it requires to be properly labelled and quarantined.
- Ensure waste reports are completed.
- Fill out forklift inspection reports at beginning of every shift
- Neatly package all product and boxing trim
- Keep shop clean/wipe down machines during the shift
- Keep yard clean, wood scraps, skids, etc.
- Ensuring all scrap produced is documented as required

Quality Duties

- Visual inspections on all products as being made, ensuring all products are non defective before strapping is completed.
- Ensure packaging is completed to MSW standards.
- Samples to be pulled from line as required.
- Scrap reports completed accurately.

POSITION SPECIFICS

Reporting to: Production Shift Supervisor

Core Hours of Work: Monday 6:30 AM to 2:30 PM, Tuesday to Friday 8:30 AM to 4:30 PM. Overtime as necessary to support business needs (ex. Machine breakdown)

Formal Education and Training: Ontario Secondary School Diploma, or equivalent.

Work Experience: Experience Quality control and in manufacturing is an asset.

Key Communication Relationships: Supervisor, Operator #1, Quality Control

OTHER KEY SKILLS

- Ability to work under pressure
- Effective time management skills
- Ability to prioritize tasks and assignments
- Well organized
- Attention to detail
- Ability to work with diverse personnel
- Conscientious & hard working
- Reliable and committed
- Flexible, adaptable and versatile
- Ability to work autonomously
- Good interpersonal skills, including leadership, ability to work with a team and build relationships.
- Good decision making skills, judgement & emotional maturity