

Packer II

Reports To: Production Manager

Department: Operations

Date: 08/01/12

Revised Date: 01/30/23

JOB SUMMARY:

The Packer II position must possess excellent attention to detail and multi-tasking skills. In order to be proficient in this position, an individual must complete Dakota Specialty Milling's comprehensive training program. Our Packer II training program details how to use the Barcoding system and provides instruction on all necessary manufacturing and safety procedures. Packer II personnel must also be skilled at the Packer I job in order to be effective in this role.

Employees of DakotaMB believe in always doing the right thing for our customers and each other. Strong communication skills ensure we are always working towards a common solution to the challenges of the day. A growth mindset and innovative thinking are essential for assisting co-workers and external stake-holders with their needs. Members of our Operations team collaborate both internally with our employees and externally with our vendors and customers to achieve common goals. A passion to be the best is what is needed for a successful career at DakotaMB.

ESSENTIAL FUNCTIONS:

1. General Duties

- a. Sets raw material totes for proper off loading and hangs finish product totes for proper filling.
- b. Operates valve packer and properly stacks bags on pallets
- c. Operates forklift
 - i. Receives and returns raw materials from warehouse
 - ii. Moves finished product into warehouse
- d. Aids in the procedural cleanout of equipment and other systems
- e. Provides necessary housekeeping tasks

2. Documentation and Record Keeping

- a. Maintains accurate inventory levels through proper use of the Barcoding System
- b. Documents actions by completing production and quality forms.

3. Teamwork, Efficiency, and Safety

- a. Contributes to team effort by accomplishing related results as needed.
- b. Able to work a rotating shift and weekend schedule
- c. Follows all Safety Policies with regards to Lock-Tag-Try, Fall Protection, Confined Space, and all other OSHA regulations
- d. Shall ensure the daily functions to maintain all food safety objectives and The SQF Code are adhered to
- e. Acts as an alternate for all Packer I and II positions
- f. Performs any task the supervisor deems necessary for completion or modification of a project

4. Quality Control and Housekeeping

- a. Do initial QC checks prior to run (codes, bags, labels, weights)
- b. Maintains safe and clean working environment by complying with procedures, rules, and regulations. Do clean out after each run of the packer to prevent cross contamination of products.

QUALIFICATIONS:

1. Comprehension of written and verbal instruction
2. Basic math skills for inventory control
3. Forklift experience required

SUPERVISORY RESPONSIBILITIES

Has no supervisory responsibilities

BEHAVIORS

- | | |
|---|---|
| 1. Smart: Astute and Perceptive | 14. Fearless: Confident and Courageous |
| 2. Experienced: Knowledgeable and Trained | 15. Imaginative: Inventive and Creative |
| 3. Focused: Understands and Comprehends | 16. Optimistic: Encouraged and Encouraging |
| 4. Motivated: Inspired and Driven | 17. Logical: Rational and Sensible |
| 5. Genuine: Authentic and Sincere | 18. Resourceful: Talented and Capable |
| 6. Passionate: Spirited and Excited | 19. Humble: Respectful and Modest |
| 7. Harmonious: Friendly and Balanced | 20. Appreciative: Supportive and Sympathetic |
| 8. Energetic: Dynamic and Active | 21. Cooperative: Collaborative and Coordinated |
| 9. Skillful: Proficient and Adept | 22. Hungry: Eager and Enthusiastic |
| 10. Responsible: Punctual and Earnest | 23. Safe: Protective and Secure |
| 11. Ethical: Honest and Moral | 24. Professional: Accomplished and Consummate |
| 12. Accountable: Answerable and Liable | |
| 13. Informative: Instructional and Observant | |
| 25. | |

COMPETENCIES

1. **Attention to Detail:** The individual demonstrates accuracy, thoroughness and monitors own work to ensure quality.
2. **Communication:** The individual must be able to write effective procedures and training programs and comfortably lead small training sessions
3. **Problem Solving:** The individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.

4. **Exercises Judgment:** The individual must be able to exercise independent judgment and discretion on matters of significance to the running of finished goods and has the authority to discontinue production if product is out of customer specifications.
5. **Planning and Organizing:** The individual prioritizes and plans work activities and uses time efficiently.
6. **Interpersonal Skills:** The individual works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company; exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
7. **Adaptability:** The individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
8. **Organizational Support:** The individual follows policies and procedures; supports organization's Mission and Values.

PHYSICAL REQUIREMENTS

1. **Standing and Sitting:** Must be able to remain in a stationary position 90% of the time.
2. **Walking:** This position needs to occasionally move or traverse throughout warehouses, and production areas in all facilities 10% of the time.
3. **Lifting:** Frequently will lift up to 50 pounds of finished product and reposition to in a near-by area.
4. **Climbing:** Occasionally ascends/descends ladders to inspect equipment or enter areas of necessary attention.
5. **Stoop, Kneel, or Crouch:** Occasionally positions self to address areas of concern.
6. **Talk/Hear:** Occasionally communicates with personnel and pays attention to areas of concern and danger.
7. **Sight:** Must be able to identify, assess and recognize areas of concern, observe personnel for auditing, inspect production lines.

WORKING ENVIRONMENT

While in production and warehouse areas this individual will frequently be exposed to grain dust. Noise protection is required in designated areas of production. This position will frequently be working in a sheltered and climate controlled environment. This position may require working multiple shifts while servicing customers or working with DSM production personnel.

Signature _____ Date _____