

JOB DESCRIPTION

PRODUCTION LABOUR / PACKER

Reports To: Production Charge Hand

Hours of work: Shift work as scheduled.

Qualifications:

- Fluent in the English language – able to understand, speak, read and write English, including production and technical reporting.
- Grade 12 or equivalent.
- Maintain steady pace of physical work that requires agility, coordination as required.
- Fulfill duties as required by the EMS (Environmental Management System) and QMS (Quality Management System) programs
- Basic math.
- Able to identify and describe a quality EPS product.
- Able to physically and gently (fragile) handle single and multiple units of product.
- Knowledge of the operation of the process involved in manufacturing EPS products.
- Able to work with minimal supervision.

Attire: Observe all WCB standards for this industry and the job performed. Steel toe footwear, hearing protection, eye protection clean shop coat and appropriate trousers.

Responsibilities:

- Responsible to follow the company's Code of Personal and Business conduct, as written in the Company Policy Manual.
- Responsible for inspecting, packaging, lining, preparing products for shipment and labeling EPS products, as per quality standards, within target cycle times, maximizing throughput, minimizing any avoidable down times and scrap.
- Operate all equipment as instructed in a safe and efficient manner.
- Report any irregularities with the operation of all equipment.
- Observe rules laid out by Workers' Compensation Board and the company's regulations as they pertain to safety, behavior, etc.
- Know and observe company policies and the Collective Agreement – at all times.

- Ensure all personal certifications and qualifications remain current.
- Complete all documentation accurately and in a timely manner.
- Ensure all work areas are kept clean, organized and safe.

Duties:

1. Moulding Machine Operation and Productivity

- 1.1 Remove, inspect and pack moulded product.
- 1.2 Clear product jams from machines and restart equipment as required.
- 1.3 Make minor adjustments as instructed by the Charge Hand.
- 1.4 Stack finished products on pallets by product type.
- 1.5 Ensure machine downtime is minimized.
- 1.6 Report all problems and concerns related to equipment and facility to the Charge Hand.
- 1.7 Clean and maintain an organized production area – including production equipment.
- 1.8 Report product defects and excessive scrap to the Charge Hand.
- 1.9 Report product machine malfunctions to the Charge Hand.
- 1.10 Ensure all scrap is broken-up, bagged and removed from the production area.
- 1.11 All other tasks as directed.

2. Re-packing

- 2.1 Perform re-packing of product as required (during machine breakdowns, machine set-ups or other opportunities).
- 2.2 Record and report all information regarding quantities and quality problems.
- 2.3 Ensure re-packed products conform to established quality standards.
- 2.4 All other tasks as directed.

3. House-Keeping

- 3.1 Ensure all areas – production floor, production machines, warehouse, washrooms, lunch room and general areas around the plant are kept clean and tidy at all times.
- 3.2 All other tasks as directed.

4. Special Duties

- 4.1 Answer the plant telephone clearly (“Hello – NOBOCO, John speaking...”) and record a message if the person being called is not available.
- 4.2 Perform all other duties as instructed.

5. Record Keeping / Labeling

- 5.1 Ensure that all products are clearly and correctly labeled
- 5.2 Ensure all personal time keeping is accurate and have all overtime authorized as per company policies.
- 5.3 All other tasks as directed.

6. Security

- 6.1 Follow all Security Procedures as instructed.
- 6.2 Ensure all visitors are in compliance with our Security Procedures.
- 6.3 Report any breach of our Security Procedures to the appropriate authorities.
- 6.4 All other tasks as directed.