



JOB DESCRIPTION

Job Title: Handworker
Facility: Brooklyn Park
Department: Distribution
Reports to: Distribution Supervisor

SUMMARY

Performs manual and machine tasks under the direction of the Distribution Lead.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. Other duties may be assigned as needed.

- Performs hand work such as gathering, collating, gluing, counting, packaging, and labeling.
- Keeps accurate counts of completed items/projects and submits accurate counts of all remaining materials.
- Provides assistance in establishing production lines.
- May operate shipping systems as needed.
- Operates material and production handling equipment.
- Provides quality inspections as needed.
- Maintains quality standards and completes Quality reports as needed.
- Assists in warehouse operations as needed.
- Locating and relocating material in warehouse racks and Pick n Pack shelves.
- Reports time and material consumption accurately.
- Preserves and passes along customer artwork in clean and undamaged condition.
- Keeps work area neat and clean.
- Makes self available for overtime as needed.
- Obeys company rules and observes all safety regulations.
- Provides backup for Lead Handworker in his/her absence.
- Understand your role in the companies Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- Good math and reading skills.
- Works well with others.

PHYSICAL REQUIREMENTS

- Constant sitting and repetitive motions.
- Frequent lifting 20lbs, and standing.
- Occasional pulling, pushing, bending, reaching, walking, kneeling, stooping, climbing stairs and ladders, operating mechanical equipment and working on a computer.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)