



JOB DESCRIPTION

Job Title: Mailing General Worker
Facility: Brooklyn Park
Department: Mailing Services
Reports to: Mailing Services Supervisor

SUMMARY

Performs manual and machine tasks under the direction of an experienced operator most times but will also be able to work independently. Also responsible for working with temporary labor associates to train and mentor them in job duties and responsibilities.

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

- Stacking, boxing, and USPS sorting completed printed / personalized pieces at delivery end of bindery equipment.
- Set-up and operates small mailing equipment (banders, strappers, and tape gun).
- Performs hand work such as gathering, collating, gluing, inserting, etc. as directed.
- Follows instructions carefully and accurately.
- Helps inspect for quality throughout run and views product for defects.
- Reports time and materials consumption into record keeping system accurately and verifies timecards reconciling against work performed.
- Reports to work on time and works overtime as needed.
- Reports needed supplies and/or machine problems to Operator and/or Leader.
- Obeys Company rules and observes all safety regulations.
- Plays a role in the company Quality Management System regarding ISO ensuring production reports related to continual improvement on projects are completed.
- Able to operate material moving equipment (pallet jack).

REQUIREMENTS

- Must have good eye-hand coordination.
- Strong mechanical aptitude required.
- Constant standing, reaching, pushing, pulling, lifting, and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.
- USPS sorting experience is a plus!

PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting, and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

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 day)

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