

POSITION DATA					
JOB TITLE:	Repack – Box Printer	JOB CODE:	21RBP	SALARY GRADE:	\$17.75
DEPARTMENT:	Warehouse	REPORTS TO:	Warehouse Supervisor	LOCATION:	Brockport
JOB SUMMARY					
<p>Directly responsible for maintaining the finished corrugated printing inventories necessary for the completion of the daily production schedule.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Ensure all fiber is neatly placed in the appropriate locations. ▪ Monitor spring traps and perimeters for cleanliness. ▪ Print all cases required for production using the production schedule, and Icono-tech printing press, per established customer standards. ▪ Prepares the waste fiber inventories. ▪ Orders all pre-printed fiber and other repackaging supplies for printing needs. ▪ Bales all waste cardboard. ▪ Stages all repackaging fiber required for the repackaging lines. ▪ Monitor bundle counts for accuracy. ▪ Monitors case inventories with daily cycle counts. ▪ Maintains the Printing area on North Dock within established housekeeping, sanitation, and food safety standards. ▪ Maintain good housekeeping ▪ Unloads Wrap supply trailers as needed ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Ability to work independently with minimal supervision ▪ Excellent organizational and communication skills ▪ Must be able to effectively communicate with others 				
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 50lbs. occasionally up to 100lbs. ▪ Occasional pushing/pulling up to 100lbs. ▪ Frequent bending, twisting, dexterity, standing, walking ▪ Occasional squatting, reaching, sitting, driving, typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium</p>				

WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE			
EDUCATION	High School Diploma or Equivalent		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.