

Job Description

Job Title: ICF Parts Packager

Department: Molding

Reports To: Molding Supervisor

Summary: Prepares ICF parts for packaging by doing quality testing consisting of flexural tests, weighing and measuring parts and determining weight for density. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment, and Excellence.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned, including cross-training and/or working in other departments.

Constructs part containers. Removes parts from conveyor. Inspecting individual parts for quality, packs parts in containers, using knowledge of space & volume. Following established procedures, pack, band and label labels containers. Inspects parts for quality by doing a flexural test, weight density and measurement. Quality data is entered into log book for recording keeping. If part is substandard, then breakdown product using established procedures.

Frequent use of pallet jack.

Consistently cleans work area. Follows all safety policies/procedures. Trains on the operation of multiple machines.

Performs other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Job Specific Competencies:

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of internal customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight, measurement, volume, distance. Ability to read a tape measure to 1/16 inch.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of basic computer hardware and software.

Physical Requirements

The physical requirements 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud. If required, hearing protection is supplied.

Competencies:

Adaptability - Adapts to changes in the work environment; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings on time.

Dependability - Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; commits to working extra hours, when necessary to achieve goals; completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed; motivates others to perform well; effectively influences actions and opinions of others.

Innovation - Displays original thinking, passion, optimism and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions; demonstrates accuracy and thoroughness.

Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Organizational Support - Follows policies and procedures; supports organization's goals and values; aligns work with established goals; implements cost-saving measures. Consistently acts as a representative of Benchmark Foam by personifying the company's On-Time Delivery Guarantee.

Planning/Organizing - Prioritizes and plans work activities; develops realistic action plans; sets goals and objectives; uses time efficiently to meet productivity standards; completes tasks accurately and on time; demonstrates accuracy and thoroughness; monitors own work to ensure quality; looks for ways to improve and promote quality.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Strategic Thinking – Processes information; uses intuition and experience to complement information.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; meets commitments; gives and solicits feedback; manages difficult or emotional situations; provides customer service to fellow team members by responding promptly to needs.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee

The Company has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee Signature: _____

Date: _____

Date Originated: May 2009

Date Revised: November 2011; March 2013, August 2014, May 2020