

POSITION: PACK OFF Beef Processing Facility

SHIFT: 1st shift **PAY RANGE:** \$19 - \$22. per hour depending on experience

POSITION TYPE: Full-time; Hourly

Monday – Friday 10:00am – 6:30pm

Objective: The responsibility of this position is to record every detail of the order, from packing items into containers, labeling them, and seeing the product is shipped correctly and timely to avoid bad deliveries or lost goods. Assist with the moving of product trucks to their proper locations for the day.

Employees in this area will be working in a constantly cold environment. Will work closely with Shipping and Logistics Manager to ensure that all product is sent in a timely manner. Will be required to operate forklifts, pallet jacks, Goos Necks, and Semi's. Must follow all Good Manufacturing Practices (GMP) policies.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Loads and unloads raw material and/or finished goods from trucks and/or other freight hauling vehicles.
- Pack, seal, label, and affix postage to prepare products for shipping, using work devices such as hand tools, power tools and postage meters.
- Requisition and store shipping materials and supplies to maintain inventory in stock.
- Responsible for collecting and acting upon shipping releases as directed by your manager or company policies and procedures.
- Keeps equipment and work area clean and orderly.
- Responsible for communicating daily with all levels of employees to assist in resolving problems and achieving company goals.
- Perform all duties in a safe manner.
- Prepare packaged beef in shipping bags and shipping boxes.
- Pull beef from the conveyor belt.
- Must follow all GMP Policies.
- Package and box all product according to Production operating procedures.
- Various other responsibilities as needed and determined by the Management Team.

PREFERRED QUALIFICATIONS/SKILLS:

- High school diploma or equivalent preferred.
- Previous experience in shipping at a processing plant is a plus, but not mandatory.
- An eye for detail.
- Team player attitude.

WORK ENVIRONMENT:

The work environment is a combination of corporate and manufacturing. While performing the duties of this job, the employee is occasionally exposed to cold, hot, and/or humid conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.