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| **Summary:** | Tends to duties for bag making including but not limited to staging packing containers, inspecting product, and packing to ship. |

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| **Key Duties and Responsibilities:**As an at-will employer, Scholle IPN reserves the right to add to or modify this list to the extent it deems necessary. | **Utility:*** Utility scrap & recyclables
* Banding cores
* Partial bins
* Counting empty bins
* Cutting down bad material
* Identify all warehouse locations physically & virtually

**ABM:*** Moving perf bed
* Rotating/Changing slitter blade
* Replacing strip/spout teflon & pads
* Autopack resetting
* Machine changeover
* ABM cold start up procedures & plant shut down procedures
* Interpreting quality data & knowing when to make changes
* Rotating/changing strip skis
* End of shift paperwork
* Maintaining bag seals
* Auditing bins in the Hold Area

**Fitments Area:*** Sensor knowledge
* Cutting web on Extruder
* Purging Extruder
* Threading Extruder
* Changing recipes on robots
* Starting up Extruders
* Picking tear drops
* Standing up flutes
* Extruder quality
* Using cardboard baler
* Combiner cleaning
* Clearing combiner jams
* Clearing indexer jams
* Completing end of shift paperwork
* Auditing bins in real time & in the Hold Area as it pertains to Fitments Area
* Completing an AM inspection on the combiner
* Identifying the difference between types of spouts that are used

**General:*** SOC procedures
* Performing Baan transactions
* Reading & interpreting a production order
* Reading & interpreting spec sheet/ Maintaining specs
* Non Scheduled versus Scheduled downtime
* Data Entry
* Completing Hold tickets
* 5S audits & corrective actions
* Understanding & using Post Maintenance Protocol
* Other duties may be assigned
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| **Critical Success Factors:** | * Accuracy
* Safety
* Teamwork
* Flexibility
* Accountability
* Initiating Action
* Continuous Improvement & Learning
* Communicating Effectively
* Planning
* Problem Solving
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| **Education:** | * High school diploma or G.E.D required.
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| **Job Qualifications and/or Skills:** | * Ability to work all shifts and perform overtime
* Previous experience as a quality control inspector preferred.
* Future training and/or education may be necessary to further job skills.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and Power Point presentations. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization
* Ability to add, subtract, multiply and divide in all units or measures, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs. Ability to calculate mean, median, and mode, and apply SPC to the quality processes
* Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
* Basic skill knowledge and understanding of Microsoft Word and Excel, and Virtual Client to perform effectively in daily activities
* Ability to perform visual inspection process and successfully read and apply technical material including print specifications
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| **Position Eligibility:** | Criterions an employee must meet in order to be eligible to apply for this position.* Must have been in their current role for six (6) months.
* Met or exceeds performance expectations on their last review.
* Be clear from probation or suspension for the last six (6) months.
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| **Certifications & Licenses:** |  |

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| **Physical Requirements:**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | 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.* Must be able to move and/or lift up to 50 pounds occasionally
* Frequently standing, walking and sitting
* Frequently required the use of hands to finger, feel, reach or handle machinery
* Frequently bend, stoop and reach
* Visual Acuity (VA)
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| **Work Environment:**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. * Moderate working conditions
* Exposure to variable noise levels
* Often exposed to moving mechanical parts
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| **Safety and Quality Management:** | Quality and Safety is **EVERYONE’S** responsibility! You must report or correct any food safety or potential food safety hazard to the person who can correct it. Adherence to policies and procedures related to quality management, safety, SQF and other regulatory guidelines communicated during your new hire orientation and defined in your Scholle IPN handbook are **mandatory**.* Quality and Safety will be managed!
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| **Revision History:** | * HR Personnel
 |  | 2020 |

**Scholle IPN attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of each employee to ensure that Scholle IPN’s environmental impact is minimized wherever possible.**

Applicants can pick up an application at 50 Deer Valley Road, Chilhowie, VA 24319, complete and deposit in the locked drop box in the lobby.