

PLEASE NOTE: Located near St. Charles and Aurora 30 miles west of the city of Chicago.

Summary:

Visually inspects all products, properly separate and package finished products being manufactured. Notifies appropriate team individual when quality, safety or production problems arise that cannot be resolved by individual.

Functions:

1. Ensures that adequate vital supplies, i.e., tape, bagging, stamp, labels, cartons (knockdowns), etc., are available to perform duties.
2. Constructs cardboard cartons to contain finished products manufactured, ensuring that proper carton is being utilized to hold products from bins.
3. Visually inspects product for proper print and seal through plastic bag or in bulk form prior to bagging. Periodically open random logs of product to perform close visual inspection.
4. Performs quality control by opening random bags of product to perform a close visual inspection along with notifying Production Leader or Production Equipment Operator immediately of any quality defects.
5. Packs product into cartons while ensuring that the correct number of bags of product is packed based on order specifications or manually counts the amount product going into the bag if hand-bagging.
6. Properly seal the carton and apply proper stamping and label(s) while making certain that stamp is legible and the correct code date is on each carton.
7. Move the packed cartons of finished product to the designed stacking area and then place the stacks of cartons together in the correct configuration in preparation for pick-up by the forklift operator.
8. Sets aside defective product for re-work or scrapping while making certain that no defective product is shipped to the customer.
9. Work at an efficient and safe pace to keep packing bins or stacking tubes clear.
10. Assures a smooth flow of product through the packing process by responding to any product jams (bells, buzzers or lights), clearing the product jam and restarting the equipment properly and safely.
11. Follow safety procedures when starting, shutting down, un-jamming or tying the tail on a bagger.
12. Adheres to all Good Manufacturing Practices (GMP), food safety, HACCP and SQF process requirements and sanitation guidelines rectify and or report any and all non-compliance to Management along with maintaining a high level of personal hygiene.
13. Assists other team members as required. Attend meetings as required.
14. Maintain housekeeping standards by keeping work area clean at all times.
15. Performs other duties as assigned by Lead Packer or Shift Supervisor to include being trained to operate the off-line printers.

Physical Demands:

1. Work an 8+ or 12+ hour shift while sitting, standing, walking, stooping, bending, reaching, grasping, use hands to finger, grasp with hands and arms, handle or feel objects, tools, or controls and lifting throughout the entire shift.
2. Requires the manual movement of cases of finished goods that weight up to 25 pounds.

Working Conditions:

1. Exposed to extreme heat. In-doors in a manufacturing environment that is not air conditioned.
2. Occasional exposure to fumes or airborne particles
3. Wear PPE while working, which includes hairnet, hearing protection and safety glasses with side guards.
4. Work an 8+ or 12+ hour day shift
5. Able to work weekdays, weekends and overtime

Qualifications:

Education – High School Diploma or GED preferred

Experience – One year in a manufacturing environment packing finished goods preferred

Skills – Read, write and speak basic English

The list of “functions” above is not intended to be exhaustive and all inclusive. The Company reserves the right to revise this job description as needed to comply with actual job requirements. WinCup is an EEO/AA and E-Verify employer. Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, gender, protected veteran status or disability

WinCup provides a wide variety of benefit choices for you and your family with most benefit eligibility 31 days after hire.

- ***Company paid short term disability, long term disability, Employee Assistant Program (EAP), and basic life insurance.***
- ***Paid time off (PTO) and 10 paid company holidays***
- ***401(k) Plan***