

**POSITION DESCRIPTION**

**Position Title:** Bag Folder/Picker

**Reports To:** Production Supervisor

**Business Unit:** Envision Industries

**POSITION SUMMARY (Briefly describe the purpose of the position)**

A Bag Folder/Picker works in a production manufacturing setting. Responsibilities include assembling boxes, removing various types of plastic trash bags and other industrial products from conveyor, inspecting products to specifications and hand packing them into appropriate boxes.

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE (List in order of importance)**

* Assemble boxes for daily production as needed.
* Remove counted, stacked bags from all positions on the indexing conveyor, adjusting rhythm as needed per job specifications.
* As product comes off machine, stack required bundles of bags or other products and place them in box on conveyor per job specifications.
* Close box properly and feed box through the tape machine.
* At roll change, assist with unwinding the machine scrap left on the cores and place scrap film and cores in proper containers.
* Work under general supervision, referring production, quality and machine-related issues to appropriate personnel.
* Keep work area clean and organized.
* Flexibility to perform other duties as assigned.

**JOB REQUIREMENTS INCLUDE (List as required or preferred)**

**Education:** High school diploma or GED equivalent preferred.

**Experience:**  Previous work experience required; exposure in manufacturing environment preferred.

**Knowledge/Skills:**

* Interpersonal skills necessary to establish and maintain effective working relationships with co-workers and management.
* Possess a positive work attitude and a willingness to carry out instructions.
* Ability to express and share knowledge and ideas in a team environment.
* Ability to multi-task.

**Licenses/Certifications:** N/A

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: \_\_0\_\_

Number of Subordinate Supervisors Reporting to Position: \_\_0\_\_

**VISION REQUIREMENTS INCLUDE (check one)**

***Can be performed with or without assistive technology:***

\_\_\_ Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.

\_\_\_Required to perform activities such as: operating machinery and/or power tools at or within arm’s reach; performing non-repetitive tasks such as carpentry work or repairing machinery.

\_**X**\_ Required to review/inspect own assigned work, the work of others, or facilities or structures.

***Requires normal (or corrected to normal) vision/acuity:***

\_\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

*Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

*This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.*

**PHYSICAL REQUIREMENTS INCLUDE**

***In an average workday, employee must (check one frequency for each task):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **None** | **Occasional** | **Frequent** | **Constant** |
| Stand |  |  |  |  |
| Walk |  |  |  |  |
| Sit |  |  |  |  |
| Bend/stoop |  |  |  |  |
| Climb |  |  |  |  |
| Reach above shoulders |  |  |  |  |
| Squat/crouch/kneel |  |  |  |  |
| Push/pull |  |  |  |  |
| Lift |  |  |  |  |
| Usual amount | <10 lbs | 11-25 lbs | 26-50 lbs | 51+ lbs |
| Carry |  |  |  |  |
| Usual amount | <10 lbs | 11-25 lbs | 26-50 lbs | 51+ lbs |

***Employee must use hands for repetitive action such as (please check all):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Right** | **Hand** | **Left** | **Hand** |
| Simple grasping | Yes | No | Yes | No |
| Firm grasping | Yes | No | Yes | No |
| Fine manipulation | Yes | No | Yes | No |

**WORKING CONDITIONS INCLUDE**

***In an average workday, employee is exposed to (check one frequency for each task):***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | | **None** | | **Occasional** | | **Frequent** | | **Constant** |
| General shop or store conditions |  | |  | |  | |  | |
| General office environment |  | |  | |  | |  | |
| Humid, extreme hot/cold temps (non-weather) |  | |  | |  | |  | |
| Outdoor weather conditions |  | |  | |  | |  | |
| Fumes or airborne particles |  | |  | |  | |  | |
| Fluorescent lights |  | |  | |  | |  | |
| Moving, mechanical parts |  | |  | |  | |  | |
| Toxic chemicals |  | |  | |  | |  | |
| Loud noise intensity levels |  | |  | |  | |  | |
| Risk of electrical shock |  | |  | |  | |  | |
| Travel for job |  | |  | |  | |  | |