

# The Lebermuth Company

## Job Description

**Job Title:** Prepack/Order filler  
**Reports to:** Production Supervisor

**Department:** Shipping  
**FLSA Status:** Non-exempt

### Summary:

Responsible for supporting the shipping department by accurately pouring and pre-packing finished product and following established quality standards.

### Essential Duties & Responsibilities:

- Fulfill shop orders for pre-packs for stock-on-hand
- Locate product within the warehouse and complete pours to fulfill sales orders
- Following successful completion of training, utilize equipment such as hot plates, drum carts, pallet jacks and powered forklifts to transport product
- Count, weigh and/or measure items and verify information on shop orders
- Identify and confirm product information and correct packaging supplies
- Operate a PC to access, enter or print labels; additionally, work with bar code scanning tools
- Accurately complete all required paperwork to ensure customer specifications such as labels and stickers are correct
- Maintain a clean, orderly work area
- Perform all tasks in a safe manner, observing Safe Quality Food (SQF) /Good Manufacturing Practices (GMP) and Lebermuth quality standards
- Ensure workspace equipment and racking is in good working condition, and notify Management of any safety concerns
- Accurately complete all Lebermuth-required paperwork (i.e. equipment logs, regulatory documentation etc.)
- Assist with facilities maintenance, as needed (i.e. emptying trash, sweeping floors)
- Assist with periodic inventory counts
- Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
- Other duties, as assigned

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

### Supervisory Responsibilities:

This position has no supervisory responsibilities.

### **Qualifications:**

**Education and/or Experience:** High school diploma or general education degree (GED). One-year related experience and/or training, or equivalent combination of education and experience.

**Language Skills:** Ability to communicate and receive information in both verbal and written formats. Ability to read and understand documents such as purchase orders, bills of lading, shop orders, pick tickets, safety rules, memos, Standard Operating Procedures (SOP's) and Safety Data Sheets (SDS).

**Mathematical Skills:** Ability to add, subtract, multiply and divide using whole numbers, fractions and decimals. Basic understanding of percentages. Ability to recognize and follow alpha and numeric sequences.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization is sometimes limited. Ability to interpret instructions furnished in written or oral form.

**Computer Skills:** Basic knowledge of computer and keyboard functions. Working knowledge of manufacturing, inventory control and order processing software.

**Certificates/Licenses/Registrations:** Ability to become forklift certified, and certified for use/wear of specific personal protective equipment.

### **Physical and Sensory Demands:**

- Standing and walking throughout each shift
- Minimal periods of sitting
- Lifting/Moving up to 75 pounds frequently during each shift
- Frequent moving of 400+ pound barrels and totes with assistance (i.e. drum carts, forklifts) during each shift
- Frequent use of hands and fingers to handle, reach, grip, grasp and twist
- Frequent need to kneel, stoop, bend and crouch
- Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
- Daily handling of raw materials, including essential oils, flavor components and chemicals
- Ability to wear a respirator, when needed
- Occasional to regular need to climb stairs

### **Competencies:**

- Regularly work in a fast-paced, ever-changing environment

- Ability to understand the importance of safety regulations and proper chemical handling; willingness to follow established guidelines and procedures
- Interested in precision work; exhibits attention to detail
- Organized in performing work
- Effective listening and problem solving skills
- Ability to multi-task, and work effectively within a team and independently
- Open to others' points of view; able to give and receive feedback in a professional manner
- Ability to read and understand verbal and written instruction on an on-going basis
- Consistently at work and on time

### **Work Environment:**

- While performing the duties of this job, the employee is regularly exposed to chemicals and airborne particles
- Temperature of the work environment fluctuates with changes in the seasons
- The noise level is usually moderate
- Employees may work a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> shift, generally Monday through Friday, but weekly hours and number of days per week may vary
- Overtime is sometimes necessary to ensure business and customer needs are met