



For the attention you deserve

P.O. Box 39524
4578 Brazil Street
Los Angeles, CA 90039
Tel: (323) 245-2345
(818) 242-8486
Fax (818) 242-7804
www.aglayne.com

Job Description: Small Package Filler

ROLE AND RESPONSIBILITIES

Individuals who fill small packages handle large volumes of orders. Small packaging represents our company in a wide variety of industries. Neatly labeled, properly filled and professionally looking finished goods are what this job is responsible for produce, in addition to other duties that he/she may be assigned.

- Carefully review their assigned work for the day and prepare the correct product and package size.
- Verifying that the correct labels are printed, having the correct lot number and size of the package on them.
- Make sure to follow all safety precautions and to ground and bond equipment and containers.
- Fill containers to the required volume and properly seal the container with seals and caps, torqued to the required specification per the closing instructions. Follow all special instructions per the order.
- Follow all company safety protocols and procedures and always conduct themselves in a polite and professional manner.
- Shrink-wrap the finished pallet and move to a storage area. Mark on the shrink-wrap the customer's name and order number. Complete order checklists and turn them in to the Quality Specialist daily.
- Maintain good housekeeping in the yards and warehouse, isles cleared, stock organized, papers picked up, floors swept, and trash emptied as needed.
- Work safely in all tasks performed wearing PPE and safety equipment as required.
- Be willing to assist other employees when requested and to follow the instructions of their supervisor/s
- Be flexible and willing to work overtime when necessary.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires very close attention to detail and special instructions, safety and PPE requirements and the ability to handle the physical demands of the job. Listening to others on recommended or proper techniques and following the instructions of their supervisor at all times.

PREFERRED SKILLS

Forklift certified, demonstrated ability to carefully read and understand instructions and pay close attention to details, packaging experience and hazmat training.

Physical Demands & Work Environment

Continual standing to perform work. Frequent walking and moving items using a forklift or pallet jack. Work can be in areas of high noise and can be exposed to vapors of chemicals at our facility. Routine lifting of approximately 35-40 pounds and frequent twisting and squatting to lift. Work performed is mostly in an outside covered area.

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