

# Packager Position Responsibilities

## Operator

Assists with preparing for orders (perffing and separating tray cards, setting the machine up to run orders)

Check product materials to make sure they all match the paperwork.

Getting paperwork to Catcher.

Running machine, helping clear jam-ups, and helping to change film when needed.

## Catcher

Assists with preparing for orders (making boxes, making labels if needed getting a cart or pallet).

Catches and checks product coming out of the machine and boxes product into inner boxes.

Checking in between orders to see if more boxes need to be made. There should ALWAYS be boxes made. Keeping them stocked keeps everything moving.

## Boxer

**Both the Operator and Catcher will assist in this area unless the order requires another person.**

Assists with preparing for orders (making boxes, getting a cart or pallet, checking that order has labels).

Checking paperwork and retrieving special boxes if needed (USPS Flat Rate Boxes)

Checking paperwork for shipping type (Truck line, UPS, Fed Ex, and USPS) and letting the warehouse know as soon as possible if it is a truck line so they can get the truck arranged for pick up.

Assisting the Catcher with inner boxes to keep the line running. (EX. Pulling over more inner boxes so the Catcher does not have to stop and get up to get them.

Finishes paperwork, takes order off the schedule, and makes sure order gets picked up/shipping.