

# **Shanklin Position Responsibilities**

## **Operator**

Assists with preparing for orders (making boxes) after they have the machine changed over and ready to run.

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

Getting paperwork to Boxer.

Running machine, making adjustments, and changing film when needed.

## **Catcher**

Assists with preparing for orders (making boxes, getting a cart).

Catches and checks product coming out of the heat tunnel and placing in trays.

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

## **Boxer**

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

Setting up the scale if needed for the order.

Take product as the order is being placed in trays by the Catcher and box them accordingly.

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