

Job title	<i>General Plant Utility</i>
Reports to	<i>Operators/Manager</i>

Job Purpose

The General Plant Utility position is responsible for performing multiple tasks to support efficiency and quality objectives of operators and their machine centers

Duties and Responsibilities

- Work safely and follow all safety protocols and procedures
- Adhere to The Shelby Company's mission statement and handbook policies
- Work overtime as scheduled
- Stripping product for finishing
- Hand packing/palletizing product for shipment
- With training -operate an aerator to provide machines with press ready loads
- Labelling and palletizing of product
- With training -operate a stretch wrapper
- Provide and remove gaylords to ensure continuous production
- Assist with providing materials as part of the make ready process
- Feed gluers
- Perform catching position duties
- Track time and production in ERP system
- Perform tasks at a high speed to meet production and quality goals
- Perform other tasks as needed per direction of Operator or Manager

Qualifications

Qualifications include:

- High School Diploma/GED
- Ability to work in a team environment
- Ability to lift, push, pull and/or carry up to 50 lbs
- Ability to be trained to operate a tow motor/lift truck
- Perform repetitive motions and activities
- Attention to detail and quality
- Willingness to learn and gain skills essential for success including potential advancement

Working Conditions

Manufacturing environment

Physical Requirements

Physical and visual activities that are commonly associated with the performance of the functions of this job: Standing, walking, lifting (up to 50 lbs.) carrying (up to 50 lbs.), pushing, pulling, reaching, handling, visual acuity (Near and Far).