


Job Title:	Packer, Utility Helper – 1st Shift	
Position Type:	Full Time	
Job Description		

Reports to: Production Supervisor

About Steinhauser: From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is now 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

Job Purpose: As an important member of the team, the Packer, Utility Helper will support the Finishing Department to ensure boxes are ready for shipping to our customers. The reliability of this work will ensure the team is efficient in the final steps of the printing process.

Duties and Responsibilities:

- Assists with packing finished rolls off CEI’s
- Securely and properly packing product
- Preparing boxes needed for the final steps in the printing process
- Stack; weigh; bundle and package in boxes according to specific instructions and requirements.
- General assistance in the finishing department: sweeping, organizing, and supporting team, as needed
- Move rolls to CEI area to be ready for processing
- Performs any other duties, including work in any other area of the company, as directed by supervisor

Physical Requirements: *Must be able to perform the essential functions of this position with or without reasonable accommodations.*

- Standing: Remaining on one’s feet in an upright position without moving about - frequently
- Walking: Moving about on foot - frequently
- Sitting: Remaining in the seated position - seldom
- Lifting/Carrying: Raising/lowering an object from one level to another up to 40 lbs. - frequently
- Pushing/Pulling: Exerting force upon an object moves away or toward the force - frequently
- Reaching: Extending hand(s) and arm(s) in any direction - sometimes
- Talking: Expressing or exchanging ideas by means of the spoken word or impart oral information - frequently
- Hearing: Perceiving the nature of sounds by ear – frequently
- Vision: Clarity of vision from 20 inches to 20 feet or more – frequently
- Environmental Conditions: Work is generally performed indoors

Preferred Qualifications and Skills: Possess a teamwork attitude, attention to detail with the making of the boxes and high expectations for quality.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.