



**OCCUPATION:** Material Handler – 2<sup>nd</sup> Shift (Pittsburg, KS)  
**DEPARTMENT:** Manufacturing

Under the direction of the Team Leader, loads, unloads and moves materials within the plant.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

(To perform this job successfully, an individual must be able to meet expectations of each duty and other duties that maybe assigned in the future).

- Transfers materials from storage or work centers to designated areas.
- Counts, weighs, and records materials moved in inventory system.
- Move material in and out of hot room.
- Attaches identifying labels to pallets of material.
- Load/unload trucks.
- Stacks or assembles materials on pallets.
- Load slitter lines.
- Place incoming materials in storage racks.
- Pull materials from storage and deliver to production departments as needed.
- Return unused film to inventory.
- Perform daily cycle counts.
- Move make-ready film to recycled area.
- Empty trash/dumpsters.
- Assist with cutting cores.
- Maintain departmental housekeeping standards.
- Operates fork lift.
- Complete all required paperwork.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Requires education generally equivalent to a high school diploma and three to six months' related experience to become familiar with equipment and processes.

**LANGUAGE SKILLS:**

Ability to read and interpret simple directions. Ability to write and computer generate various reports and business correspondence as requested. Ability to speak clearly using a telephone and effectively present information and respond to questions from visitors, customers and vendors. Must be able to communicate effectively and fluently and possess a courteous, friendly, and professional speaking manner.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.  
Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear and taste or smell. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and reach above shoulders. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and use foot/feet to operate machine. The employee must regularly lift and/or move up to 100 pounds.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is frequently exposed to vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

***\*To apply: Email a completed Kendall Packaging Employment Application to Bobbie Kellogg at [Bobbie.Kellogg@Kendallpkg.com](mailto:Bobbie.Kellogg@Kendallpkg.com). In the subject line, please indicate which position you are applying for.***

*Note: The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Mfr 009-J Rev B 5/18/2017*