

# Bullseye Glass Co.

## Job Description

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Department: Production

Position: **Warehouse, Level 1**

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### Lines of Responsibility

Reports to: Warehouse, Lead; Quality Control Director; Plant Manager  
Supervises: N/A

### Essential Job Functions

Stock sheet glass into bins.  
Pull sheet glass from bins per pull ticket.  
Pack sheet glass into crates.  
Build crates for glass to be packed in.  
Band cases together after packing.

### Other Job Functions

General clean up of warehouse/shipping work area.

### Requisites (Education, Training, Experience, Skills)

High school diploma or equivalency.  
Entry level position; requires no training or experience.  
Must be a good listener and have the ability to follow verbal and written instructions.  
Must be able to identify colors and tints.

### Training Period

Three months.

### Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.  
Lifting/carrying: Frequently. To pull sheet glass from bin area; to stock sheet glass into bin area, to pack sheet glass into crates; to build crates and band packed crates. Typical weight between 8 and 40 lbs.  
Handling/grasping: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates.  
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.  
Finger dexterity: Frequently. To pull sheet glass from bin area, to stock sheet glass into bin area, to pack sheet glass into crates, to build crates and band filled crates.  
Near vision: Frequently. To stock sheet glass into bin area, to pull sheet glass from bin area, to read pull tickets, read written instructions, to build crates, pack sheet glass into crates, and band packed crates, must be able to identify colors and tints.  
Far vision: Frequently. For maneuvering about the plant.

### Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisor, employees.  
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with other employees and supervisor.  
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.  
Critical judgment: Frequently. May need to identify problems or assess situations quickly.  
Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

### Operation of Equipment / Tools

Bander: Frequently. To band packed crates together for shipment.  
Cart: Frequently. To stack pulled glass on prior to packing.  
Staple Gun: Frequently. To build wooden crates for packing glass.

