



Operations: Packaging Machine Operator - OP1/OP2

Overview:

Royal Cup, Inc. is the proven leader in sourcing, roasting, blending and providing high-quality coffees and fine teas since 1896 and is the chosen partner for restaurants, hotels, offices and commuters across the country.

We are a family-owned business rooted in a longstanding tradition of coffee roasting excellence who takes pride in our unparalleled dedication to customer care.

Benefits:

Royal Cup Coffee offers a competitive compensation plan and a comprehensive benefits program. On top of being a part of a well caffeinated team, the benefits program includes healthcare, dental, vision, company paid disability, 401(k), life insurance, Flexible Spending Account plan, and paid vacation. Tuition reimbursement plan includes up to 80% reimbursement per company criteria. Ongoing trainings designed to provide maximum success for our employees is offered.

Responsibilities:

The **OP1 Machine Operator** function has the following essential duties and areas of responsibility:

- Willing to learn how to operate all packaging equipment in the plant.
- Mindful of and adhere to GMP's, Quality and Food Safety requirements.
- Always be alert/mindful and successfully identify when the following quality control measures are needed and follow through as required to resolve by completing the following (including, but not limited to):
 - Adjust weights and bag length as needed.
 - Recognize when there is a heat problem and adjust heat as needed.
 - Put tape on the tape machine and adjust as needed for different products.
 - Put case labels in the computer and thread the label through the label maker.
 - Change the case count.
 - Adjust the film and keep the vertical lined up at film change and during the run.
 - Setup film registration as needed and adjust for package appearance.
 - Enter pack print info into to pack printer, thread pack printer, and adjust pack printer on pack for proper alignment.
 - Thread valves through valve applier, adjust valve on packs as needed for package appearance.
 - Perform quality checks during the run, weights, seals and appearance of package.
 - Clean jaws and knife at every film change.
 - Ensure all cases are presentable and sealed tightly.
 - Ensure all labels are as straight as possible when applying to cases.
 - Ensure all pallets are stacked as straight as possible.
- Strict adherence to all company policies, procedures and safety rules.

Qualifications:

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(s), and/or abilities (including physical abilities) required to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At minimum, a High School Diploma (or an equivalent such as a GED) is required.
- Packaging is required to work 40 hours a week which will mean 8 hours or more a day as needed to meet demand. An individual must be able to work within that structure.
- Must have basic reasoning abilities, to include:
 - Applying common sense in carrying out detailed but uninvolved written or oral instructions.
 - Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to read, write and interpret basic correspondence, including daily production line sheets, operator check off sheets, machine operating instructions, safety instructions and any training materials (including safety instructions for forklifts and handjacks).
 - Ability to understand the data line sheet system and fill out all appropriate paper work.
 - Ability to perform simple mathematical calculations: add, subtract and multiply using units of American currency and weight measurement, volume and distance.
 - Ability to operate basic office equipment: telephone system, desktop computers, fax and copy machines.
 - Basic inputs via keyboard and bar code scans into computer system.
 - Basic abilities with Microsoft Office Software, specifically with Word and Excel.
 - Prior experience with SAP is highly preferable.
 - Ability, beyond basic skill performance levels with Reading, Writing, Mathematical & Computer Functions, to include:
- Ability to perform the physical demands of the position which are required to successfully perform each essential responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the core responsibilities. These physical demands may include, among other functions:
 - Ability to stand and walk constantly for approximately 8 or more hours a day. The shift is regularly an 8 hr shift with limited overtime as required by demand.
 - Ability to sustain constant hand, finger and elbow movement while performing packaging machine operator functions.
 - Be and to reach with hands and arms; climb or balance (to include on small ladders); talk or hear; taste or smell.
 - Ability to occasionally sit, stoop, kneel, crouch or crawl.
 - Ability to bend over the machine to thread and seal the packaging film.
 - Ability to bend or kneel to stack cartons on pallets.
 - Ability to handle full cartons at least twice during the packaging process.
 - Ability to mash firmly on coffee packages for quality checks.
 - Ability to thread film through machine former, including threading film, without the use of tape, on the Wright machines.
 - Ability to frequently lift and/or move full cartons / other materials (up to a chest high level) that weigh from 3-32 pounds:
 - Overhead lifting of cartons / packaging materials.
 - Bending or kneeling to stack cartons.
 - Bending, kneeling and climbing ladders to put packaging film on machines.
- Ability to adjust the film and keep the vertical lined up at film change and during the run.
- Ability to perform quality checks during the run, weights, seals and appearance of package.
- Must be at least hand jack certified or willing to train and acquire proper certification to prove safe operation. Any forklift certification (Standup, Reach, Sit down) is a plus.
- Ability to work within the work environment characteristics experienced while performing the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
 - Frequently working near production machinery and occasionally near hand jacks or forklifts.
 - Frequently working in an environment with variable temperatures.
- Ability to successfully complete the pre-employment process.