



Posting Date: September 8, 2020

Position: Back-Up Lead

Department: Packaging (*Hours: Monday – Friday 2nd Shift / 3:00pm 3:00am*)

Reports To: Packaging Lead and/or Manager

Summary: The purpose of the position is to effectively, efficiently and safely meet all job requirements, abilities, accountabilities and goals as directed by the Packaging Lead and/or Manager.

Key Job Functions

1. Essential Duties and Responsibilities

- Assist the Packaging Lead in day to day operations of the packaging department
- Assume the duties of the Packaging Lead in his/her absence
- Work on special projects as assigned
- Coordinate breaks and lunches on the packaging floor
- Order supplies as directed or needed
- Coordinate personnel as needed to assure proper machine coverages
- Conduct hazard assessments and machine deficiency assessments and report to maintenance and/or electricians for repair or replacement
- Write purchase orders as required
- Assist Packaging Lead with cyclical reports as requested
- Coordinate with the Brewing department on a daily basis with beer demand and production schedule changes
- Report to Packaging Lead and Manager on daily basis about packaging operations
- Coordinate with the Maintenance Manager when a mechanic is needed
- Assign personnel to be trained as needed with the Packaging Lead's approval
- Coordinate personnel planning based on absenteeism, jury duty, illness, etc.
- Assure upstanding housekeeping on the packaging floor
- Fill in as needed on any job at anytime

2. Skills and Qualifications

- Good leadership skills while imparting a climate of improvement and a culture of mutual respect
- The ability to coach, develop and train packaging operators to improve upon their skills and knowledge through an amiable mentorship

- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations
- Apply common sense understanding to carry out instructions
- Must have knowledge of the entire packaging department operation
- Ability to work in a fast pace environment
- Excellent communication skills
- Must be able to work well with people under varying circumstances
- Ability to rectify deficiencies
- Must be able to multitask
- Must have excellent interpersonal skills along with being flexible, open minded and extremely organized
- Must be proficient in MS Office

3. Education and Experience

- A minimum of 3+ years of experience in packaging with extensive knowledge of the packaging operation
- High School Diploma / equivalent or higher

4. Physical Demands

- Ability to handle all materials in packaging department
- Be able to master all jobs within the packaging department
- Accomplish the production mission and goals

***Interested applicants should send resume and salary requirements to
jobs@yuengling.com***