

Title:

NY Quality Checker - \$21-\$23/hr.

Quality Department**Reports To**

Quality Manager

President Container Group

1.0 Main Function

Create constancy of purpose toward improvement of product and service to meet and exceed the customer's needs.

Responsible for checking orders running through-out the plant against President Containers Groups product specifications, quality standards and systems.

2.0 Duties and Responsibilities

- Perform a closed loop checking procedure from corrugators through converting machines on orders produced. (Start at corrugator and follow order through the plant).
- Check quality standards on jobs as they are running through the plant.
- Check product being produced at machine centers against factory tickets, print cards and Mylar's.
- Check sheets from corrugator for caliper, dimensions, scores and correct board grade (white/kraft).
- On converting machines perform the following quality checks.
- Measuring score to score panels and flaps of carton.
- Check that print matches print card and all instructions on factory ticket.
- Check that color matches GCMI, PMS or Special Color match.
- Check that cartons have proper glue lay-down and fibre pull.
- Check that cartons can be made up correctly.
- Check that cartons have proper manufacture's glue gap.
- Check proper caliper attained.
- Check bundle and unit count is correct.
- Check that correct dunnage placement and pallet pattern.
- Check that employees are properly performing quality checks at machine centers hourly.
- Complete Certificate of Analysis/Compliance when applicable.
- Perform checks on measuring equipment, where applicable, (micrometers, pH Meters, Zahn cups), using calibrated equipment and/or company standards.
- Monitor Clear Vision Glue Check System – where applicable, report any problems with the equipment.
- Check rework log sheet to ensure any product in rework area is properly recorded.

- Perform any quality tests when necessary.
- Comply with company policies and procedures.
- Additional duties as assigned by management.

3.0 Education and/or Experience

High School Graduate

Minimum 3 years experience in related field

Computer literate

Candidates are **PREFERRED** who offer the following:

2 years of experience in corrugated packaging industry.

2 years of experience in the Quality discipline (TQM, SPC, ISO 9000)

4.0 Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or graphic form.

5.0 Technical Skills

The individual must have a working knowledge of the following:

Ability to read company specifications for product being produce.

Have working knowledge of quality standards for inspection purposes.

Read graphic print cards against product being produced for correct print application.

Able to perform measurements using a tape measure accurately.

Ability to perform mathematical problems to ensure correct bundle and unit counts.

Able to communicate effectively, with management, supervisors and co-workers.

6.0 Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

7.0 Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job.

While performing the duties of this job, the employee maybe exposed to the following: moving mechanical parts, wet and/or humid conditions, high, precarious places; fumes or airborne particles; and vibration. The noise level in the work environment is usually loud.

8.0 Leadership Attributes

The individual must posses the following:

- applying both positive and corrective feedback,
- Understands and demonstrates positive motivational skills.
- Demonstrated confidence including providing a consistent leadership style with an acceptable level of professional assertiveness.

9.0 Performance Measurements

The performance of the Quality Checker will be measured as follows:

Operating standards - Meet or exceed the Operating Standards in the areas of quality, safety, customer satisfaction and productivity. Such standards will be set annually and communicated to the supervisor.

Personal growth - while the company will provide the tools to assist the employee to grow professionally the responsibility for moving forward lies with the individual. Each year there will be goals developed and agreed to by the supervisor and his/her superior.

Employee relations - through observations the Employee will be evaluated regarding his/her and his/her reporting skills and advancements in the areas of motivational techniques and results, positive and corrective/constructive feedback; subordinate development and creating a positive work environment.

Creativity - this will be evaluated by how active the Quality Checker is in participating and advancing the business through new and innovative ideas.

10.0 Safety

The Quality Checker must comply with all President Container Group safety requirements and policies.