

## JOB DESCRIPTION

### PARTS INVENTORY CLERK

**Summary:** An employee in this position is responsible for inventorying parts for the maintenance department. Provide reliable control over the storage of goods.

**Duties and Responsibilities:** To perform this job successfully, an individual is expected to perform each function satisfactorily. The employee must work in a safe and professional manner following the necessary safety procedures. Work in a team environment with employees for the purpose of meeting safety, quality, production, and standards objectives.

1. Work safely and professionally, including following necessary safety procedures.
2. Comply with company policies and safety and food safety requirements and standards.
3. Communicate clearly with other employees by sharing information to ensure the team is working and meeting production target.
4. Provide the maintenance department with basic materials and ion use for its continuous operations.
5. Record of all incoming and outgoing movements of parts and materials from the maintenance department.
6. Organize the pieces received.
7. Responsible for taking inventory when required.
8. Responsible for verifying the quality, quantity and correct product received.
9. Search or request prices on required parts.
10. Maintain good communication with the shipping department to coordinate the entries of the ordered parts, as well as the equipment that is sent for repair.
11. Make sure you receive the necessary paperwork on parts ordered or under repair from the shipping department.
12. Help the maintenance mechanic locate and move parts to another location.
13. Responsible for keeping the department clean and tidy.
14. Ensure required documentation is complete and accurate.
15. Basic knowledge in IQM's

**Work Relationship:**

Reports to: Supervisor, Maintenance Manager.

Leads or supervises: None

Cooperates with teams: Extrusion, Thermoforming and Shipping department.

**Qualifications:**

1. Able to perform each essential duty satisfactorily
2. Reasonable physical abilities are required to perform the duties of the job
3. Skills required to follow verbal and written instructions
4. Forlift certification.



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**Physical Requirements:**

<p><b>WORK ENVIRONMENT</b></p> <p>ARE EMPLOYEES EXPOSED <input type="checkbox"/> Y HAZARDOUS MATERIALS? <input checked="" type="checkbox"/> N</p> <p><input checked="" type="checkbox"/> COMPRESSED GAS (PROPANE) <input type="checkbox"/> CORROSIVES (BLEACH, ACID) <input checked="" type="checkbox"/> FLAMMABLES (GASOLINE) <input type="checkbox"/> IRRITANTS (ZINC CHLORIDE) FUMES: OTHER:</p>	<p><input checked="" type="checkbox"/> INSIDE WORK <input type="checkbox"/> OUTSIDE WORK <input type="checkbox"/> OUTSIDE COVERED <input type="checkbox"/> EXCESSIVE COLD <input type="checkbox"/> EXCESSIVE HEAT <input type="checkbox"/> EXCESSIVE NOISE <input type="checkbox"/> EXCESSIVE VIBRATION <input type="checkbox"/> EXCESSIVE WIND</p>	<p><b>WORKING CONDITIONS</b></p> <p><input type="checkbox"/> DUST <input checked="" type="checkbox"/> HIGH SPEED EQUIP. <input type="checkbox"/> ANIMALS <input type="checkbox"/> ROUGH TERRAIN <input type="checkbox"/> SMOKE/FUMES <input type="checkbox"/> WET SURFACES <input type="checkbox"/> TRAFFIC <input type="checkbox"/> OTHER CONDITIONS</p> <p><input type="checkbox"/> CROWDS/PUBLIC <input type="checkbox"/> CONFINED SPACE <input checked="" type="checkbox"/> STAIRS/LADDERS <input type="checkbox"/> TRENCHES TO: DRIVING <input checked="" type="checkbox"/> OPERATE EQUIPMENT HEIGHTS TO: _____ ft.</p>	
<p><b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS POSITION</b></p>			
<p><input checked="" type="checkbox"/> HARD HAT* <input checked="" type="checkbox"/> HEARING PROTECTION* <input checked="" type="checkbox"/> EYE PROTECTION* <input checked="" type="checkbox"/> HAIR NET*</p>	<p><input checked="" type="checkbox"/> BEARD NET IF APPLICABLE* <input type="checkbox"/> RESPIRATOR/DUST MASK <input type="checkbox"/> APRONS/CHAPS/LEATHERS <input type="checkbox"/> COVERALLS/TYVEK SUIT</p>	<p><input type="checkbox"/> HIGH VISIBILITY VEST/COAT <input type="checkbox"/> SCBA (SELF CONTAINED) <input type="checkbox"/> BARRIER CREAMS <input checked="" type="checkbox"/> FALL PROTECTION</p> <p><input type="checkbox"/> WARM CLOTHING <input type="checkbox"/> ARM SLEEVES <input checked="" type="checkbox"/> SAFETY COAT <input type="checkbox"/> RAIN GEAR</p>	
<p><input type="checkbox"/> GLOVES _____ TYPE _____</p>	<p><input checked="" type="checkbox"/> SHOES/BOOTS* _____ TYPE _____ Steel shoes</p>	<p><input type="checkbox"/> OTHER _____</p>	
<p>* REQUIRED WHEN IN PRODUCTION &amp; STORAGE AREAS</p>			
<p><b>LIFTING</b></p> <p>OCCASIONAL WEIGHT <u>40</u> lbs CONSISTENT WEIGHT _____ lbs % SHIFT LIFTING <u>10</u> %</p> <p><b>PUSH/PULL</b></p> <p>OCCASIONAL WEIGHT _____ lbs CONSISTENT WEIGHT _____ lbs % SHIFT PUSH/PULL _____ %</p> <p><b>WRIST REPETITION</b></p> <p>OCCASIONAL WEIGHT _____ lbs CONSISTENT WEIGHT _____ lbs % SHIFT WRIST REPETITION _____ %</p>	<p><b>PHYSICAL REQUIREMENTS FOR THIS POSITION</b></p> <p><b>WEIGHT LIFTED FROM</b></p> <p><input type="checkbox"/> FLOOR <input type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p><b>WEIGHT LIFTED TO</b></p> <p><input type="checkbox"/> FLOOR <input type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p><b>DISTANCE MOVED</b> _____</p> <p>LENGTH OF SHIFT _____ HRS % STANDING _____ HRS % SITTING _____ HRS % WALKING _____ HRS</p>		<p><input type="checkbox"/> KNEELING <input type="checkbox"/> SQUATTING <input type="checkbox"/> CRAWLING <input type="checkbox"/> REACHING <input type="checkbox"/> BENDING <input type="checkbox"/> TWISTING <input type="checkbox"/> REPETITIVE/HANDS <input type="checkbox"/> REPETITIVE/WRISTS <input type="checkbox"/> REPETITIVE/ARMS <input type="checkbox"/> REPETITIVE/LEGS <input type="checkbox"/> LIFTING <input checked="" type="checkbox"/> CLIMBING/STEPPING</p> <p><input type="checkbox"/> SEDENTARY <input type="checkbox"/> DELIBERATE <input type="checkbox"/> STEADY</p> <p><b>FAST</b></p> <p><input type="checkbox"/> SPORADIC <input type="checkbox"/> CONTINUOUS</p> <p><b>COMMENTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



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### Product Safety

It is the intent, objective, and philosophy of Pinnpack Capital Holdings, LLC to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products. To ensure product safety, this position will:

- Adhere to Pinnpack's GMP requirements.
- Advise employees to Pinnpack GMP requirements and counsel them to comply with Pinnpack's product safety requirements and position specific product safety standards.

### This job may require:

Yes-Driving of forklifts or other equipment.

Yes-Exposure to dust.

Yes-Working at heights.

Yes-Operations of foot controls or repetitive foot movement.

Yes-Use of especial visual or auditory protective equipment.

### **Employee Acknowledgement**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date