



CHARCOAL HOUSE

Production and Packaging Assistant

Production and packaging assistants work in our main office as well as our warehouse preparing and finalizing products before they are shipped. This includes cleaning various sized containers, which have been packed. Insuring labels are put on accurately and straight, sometimes using a label machine. Shrink wrapping smaller containers. Attention to detail is key in this position. You will be dealing with many products that look very similar which cannot be mislabeled or confused for one another.

Production and Packaging Assistant Job Description

- Must pay attention to detail
- Must enjoy and be able to use hands and wrists and stand for extended periods of time
- Must have high attention to detail and accuracy
- Must be able to lift, push, pull and carry up to 30 lbs.
- Must be able to bend, stoop and kneel
- Must be able to go up and down stair/step ladders, reach about your head, walk and stand for the majority of your shift
- Basic computers skills a plus
- Must have a proven track record of punctuality with minimal absenteeism
- Proven ability to work efficiently with minimal supervision

- This is a **non-smoking** jobsite. Smoke odor affects the product you will be working with and cannot be present on an individual at work
- High School Diploma or GED equivalent

Charcoal **House**, LLC

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