

Position: Packaging Internship (Hard Goods)

Location: Monroe, WI

Department: Monroe Fulfillment Center – Non-Food (NF) Packaging Area

Status: Internship

Reports To: Non Food Packaging Engineer

Internship Length: August 2010 – December 2010

Of Positions: 1

Salary: \$2,500 per month

General Description:

Assists the Non Food (NF) Packaging department in performing all duties associated with the packaging development, packaging selection, package testing and documentation of new NF commodities and products. Analyzes current product line for products that are experiencing high shipping damage rate and assists with packaging improvements internally or with vendors. Supports warehouse operations by responding to packaging inquiries, assisting with package/product testing, and supplying/updating all necessary documentation.

Specific Responsibilities:

1. Assists in the packaging development process by ensuring all the necessary packaging is developed and information is provided to Accounting, Merchandising, Operations, Forecasting and Resource Planning and that deadlines are met.
 - a) Attends pack presentation to view and document selected products/ packaging for upcoming catalogs.
 - b) Determines best method of packaging based on product characteristics and packaging information supplied by the vendor.
 - c) Works with vendors or designs unique packaging for combinable products that are fragile or require special packaging.
 - d) Works with vendors or designs unique packaging for ship alone products that are fragile or require special packaging.
 - e) Enters and tracks all development work using Access database of packaging information.
2. Assists in damage control for NF packaging and products.
 - a) Identifies those packs that have an unacceptable damage rate using Access database of damage information.
 - b) Solicits damage information from Customer Returns or Customer Service.
 - c) Performs package test on inbound product to determine if packaging is acceptable to ship the product or if corrective action is needed.
 - d) Reviews information, packaged product or package test results to determine best course of corrective action and advises supervisor for further action.
 - e) Completes process to improve packaging to prevent future damage by:
 - o Working with vendors to improve current packaging design.
 - o Working with Operations on method to rework products on hand or when received.
 - o Develops unique packaging for purchase.
 - e) Enters and tracks all work using Access database of damage information.
 - f) Communicates to other departments; 1) damage information, 2) action taken and 3) other as needed.
3. Assists on miscellaneous packaging projects to best support the packaging function. These may include, but are not limited to:
 - a) Visiting the Fulfillment locations to resolve packaging issues.
 - b) Assists supervisor in completing packaging studies and analysis as requested by Operations, Marketing, Traffic, Purchasing, Resource Planning, or other departments.
 - c) Serves as a resource person for QA, Resource Planning, Traffic, Merchandising, and Customer Service relating to product information.
 - d) Attends interdepartmental, vendor or task force meetings.

Training Time:

1 Month (120+ hours)

Courses and Skills Required

- **Major:** Working towards degree in Packaging Engineering or related major.
- **Primary Courses:** The following courses, although not required, are helpful if taken prior to the internship term: *Packaging Fundamentals, Packaging Materials, Packaging Design and Evaluation.*
- Possesses a working knowledge of PC systems including a strong working knowledge of Access, Excel, Word and Windows applications (should be able to develop spreadsheets and databases, manipulate them, create reports and queries, etc).
- Ability to work independently.
- Good communication oral and written skills.

Skills Developed During Internship Term:

The packaging intern will use and develop the following skills during their term:

- ◆ Package testing and evaluation.
- ◆ Working with vendors to communicate design concepts.
- ◆ Develop skills in MS Access, Excel, Word, Outlook and other PC applications.
- ◆ Become familiar with the small parcel-shipping environment.
- ◆ Build interdepartmental work skills by working with Accounting, Marketing, Inventory Management, Logistics, Quality Assurance or other.
- ◆ Ongoing written and verbal communication to supervisors, vendors, coworkers and to company management.

Position Requirements/Working Conditions

	Task/Ability	Task and Ability Description	Shift %
1	Break Schedule	Two 10-minute breaks and a 30-minute lunch.	100%
2	Hearing	Able to hear to communicate with Supervisors, Leads and employees in person and on the telephone.	50-60%
3	Vision	Able to see to read and distinguish printed numbers and letters.	90-100%
4	Sitting	Able to sit to utilize workstation.	80-90%
5	Standing	Able to stand during working with products.	5%
6	Walking	Able to walk to work areas of the plant.	5%
7	Lifting	Able to lift up to 50 pounds to move products (includes pushing and pulling effort while stationary).	5-10%
8	Carrying	Able to carry up to 50 pounds to move products (includes pushing and pulling effort while stationary).	5-10%
9	Bending	Knees: Able to bend at the knees to properly lift up to 50 pounds. Waist: Able to bend at waist to lift up to 50 pounds properly, sit at workstation.	5-10% 5-10%
10	Twisting	Shoulders: reach all areas of workstation and perform filing. Waist: While lifting up to 50 pounds.	10-20% 10-20%
11	Reaching	Left/Right: To reach all areas of workstation. Front: Able to reach forward to utilize the PC. Overhead: Able to reach overhead to retrieve supplies.	20-30% 60-70% <5%
12	Use of hands	Fine Manipulation: Able to use both hands to operate PC and for legible penmanship. Heavy Manipulation: Able to use both hands to lift boxes, products, office equipment, and supplies.	80-90% >5%
13	Temperature	Office (65 - 75 degrees) Production (60 - 85 degrees) Receiving/Warehouse (40 - 90 degrees) Cooler (32 - 40 degrees) Freezer (-10 - 0 degrees)	80 - 90% <10% 10% N/A NA
14	Drug Screening	Required.	100%
15	Speech/Communication	Able to speak to Leads, Supervisors, employees, and outside contacts in person and on the telephone.	90-100%
16	Climbing	Able to climb stairs to/from upstairs offices.	<5%

