

BULLARD & SON INC.

JOB DESCRIPTION

JOB TITLE: FOLDER ATTENDANT

REPORTS TO: PRODUCTION MANAGER

DEPARTMENT: AUTOMATED FOLDING

SUPERVISES: NONE

EDUCATION: HIGH SCHOOL DIPLOMA OR EQUIVALENT EXPERIENCE

EXPERIENCE: NONE

PHYSICAL QUALS: FULL BODY MOBILITY-NO LIFTING RESTRICTIONS-
ABLE TO STAND FOR EXTENDED PERIODS OF TIME.
ABLE TO WORK IN A WARM ENVIROMENT.

MENTAL QUALS: GOOD CONCENTRATION ABILITY.
ATTENTION TO DETAILS.

JOB SUMMARY:

- **ESSENTIAL DUTIES OF THE POSITION:**
 1. **MAINTAIN KNOWLEDGE OF OPERATION OF FOLDERS.**
 2. **KNOWLEDGE OF ITEMS, COMPANIES AND NOG ITEMS.**
 3. **TRAC LOADS COMING TO FOLDER TO KEEP ITEMS ORGANIZED.**
 4. **PERFORM QUALITY CHECKS ON ITEMS. (STAINS, DAMAGE)**
 5. **CAPABLE OF MEETING PERFORMANCE QUOTAS AS MAY BE ASSIGNED.**