



**PACKAGING TECHNICIAN**  
Winchester, Kentucky

**Department:** Packaging  
**Reports To:** Materials Supervisor  
**FLSA Status:** Non-Exempt

**Job Summary:**

Perform the physical or administrative/physical tasks involved in the labeling, inspection and packaging of final container products with manual and/or automated packaging systems.

**Essential Duties and Responsibilities:**

1. Adhere to all safety & GMP Guidelines
2. Loading and unloading trailers using a forklift and/or pallet jack (company will provide forklift training)
3. Place oil into thawing closet and retrieve when necessary
4. Palletizing various materials using banding and stretch wrap
5. Package various types of customer orders, bulk, pouch, jug and etc
6. Maintaining a weekly inventory of stock used in their area
7. Assisting with physical inventories
8. Maintaining / cleaning the packaging warehouse, fermentation warehouse, and other common work areas
9. Follow all company/personal safety guidelines and standards
10. Work overtime as needed
11. All other duties as assigned

**Supervisory Responsibilities:**

None

**Qualifications:**

Level I: High school diploma or its equivalent with 0-2 years related experience.  
Level II: High school diploma or its equivalent with 2-4 years related experience.  
Level III: High school diploma, Associates degree or equivalent with 4+ years related experience.

1. Ability to operate forklift
2. Good work ethic and highly motivated
3. Meet all Federal and OSHA requirements
4. Good documentation skills

**Requirements:**

**Physical Demands:**

N (N/A) A (1 – 25%) B (26 – 50%) C (51 – 75%) D (76 – 100%)

Sitting	<u>A</u> %	Standing	<u>D</u> %
Walking	<u>C</u> %	Driving	<u>B</u> %
Bending/Stooping	<u>C</u> %	Climbing	<u>A</u> %
Reach above shoulder	<u>C</u> %	Kneeling	<u>A</u> %
Pushing/Pulling	<u>D</u> %	Crawling/Crouching	<u>A</u> %
Lifting	<u>50</u> lbs		

Computer work	<u>X</u> N/A	_____ Minimal	_____ Moderate	_____ Significant
Temperature extremes	_____ N/A	_____ Minimal	<u>X</u> Moderate	_____ Significant
Noise	_____ N/A	_____ Minimal	<u>X</u> Moderate	_____ Significant

**Travel:**

Domestic	<u>0</u> %	International	<u>0</u> %
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**Other Exposures/Demands:**

This position requires the ability to:

- Work safely in manufacturing environment that utilizes audible signals and alarms
- Effectively communicate using radios and telephones in manufacturing environment
- Demonstrate visual recognition of workplace hazards
- Read and comprehend labels and MSDS sheets
- Work in high elevations

Please submit your resume and/or application ([www.martek.com](http://www.martek.com)) to Human Resources at [kyjobs@martek.com](mailto:kyjobs@martek.com) or fax to 859-744-8364.

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M/F/V/D