

# Altar + Home

## Job Description

Updated April 2026

**Title of Position:** Packaging Worker

**Department:** Packaging Department (203)

**Reports to:** Packaging Coordinator

**Status:** Permanent/Full Time Hourly (with possible reductions to as low as 32 hours during slow periods without the loss of full-time benefits); may also be seasonal full-time, seasonal part-time, or permanent part-time.

**Starting Pay rate:** Missouri minimum wage

**Experience required:** none

### **General Description of Position:**

Packaging workers carry out the processes and procedures relative to the packaging or assembly and stocking of packaged or assembled products produced in-house. This includes but is not limited to quality assurance; counting, packaging, and labeling stock or imprinted cards and envelopes; assembling framed and matted prints and icons; correctly recording inventory transactions in the inventory system, and producing labels. Packaging Workers play a critical role in quality assurance, helping to ensure standards of product quality through knowledge of standards and attention to detail. Packaging Workers also assist in maintaining the cleanliness and organization of packaging and warehouse areas, and assist in other departments or with other tasks as needed.

### **Responsibilities:**

1. Execute all daily activities of packaging and assembled product production and warehousing to ensure customer satisfaction and company profitability.
2. Operate plastic wrap sealing and shrinking equipment.
3. Ensure that products are clearly labeled and well-organized.

4. Implement and support continuous improvement within the department to improve performance, quality of work, productivity, efficiency, and cost reduction.
5. Support a proactive safety environment. Comply with any safety directions.
6. Assist with Order Fulfillment (Shipping) when needed, or possibly other areas, as other duties allow.

**Qualification/Skills:**

1. High school diploma required.
2. Ability to execute repetitive tasks with accuracy and attention to detail.
3. Ability to recognize and work with Windows computer files; familiarity with email; ability to learn custom programs such as MRPeasy and Bartender.
4. Ability to take direction and work with others. Must be team-oriented and establish respectful, supportive, and cooperative working relationships within the Altar + Home.
5. A positive attitude and willingness to do whatever it takes to get the job done in a professional manner.
6. Sense of pride in products and commitment to quality and service.

**Physical Requirements:**

1. Ability to bend, twist, scoop, reach, and lift materials up to 25-50lbs.
2. Ability to distinguish colors.
3. Tolerance for long periods of standing.