

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME. ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

D.O.T. CODE : 920.587-018 Packager, Hand

GENERAL GOALS FOR THE STUDENT LEARNER:

Packages materials and products manually, performing any combination of following duties: Cleans packaging containers. Lines and pads crates and assembles cartons. Obtains and sorts product. Wraps protective material around product. Starts, stops, and regulates speed of conveyor. Inserts product into containers. Weights containers and adjusts quantity. Nails, glues, or closes and seals containers. Labels containers, container tags, or products. Sorts, bundles, or fills containers. Pack special arrangements or selections of products. Inspects materials, products, and containers at each step of packaging process. Records information, such as weight, time, and date packaged . May stack, separate, count, pack, wrap, and weigh.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. To understand the basic knowledge of customer service in the packaging of products for display by the retail merchandiser.
2. To be aware of the need for quantity and quality in the work place.
3. To be willing to accept the responsibility to get the job done.
4. Being on the job on time and being a team player to get the job done.
5. Supporting the efforts of the company and all of its employees.

SKILLS THE STUDENT SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. Becoming a reliable valued employee.
2. Knowing the process involved in obtaining and sorting the product to be packed.
3. Proper packaging with the protective material around the product.
4. Regulating the process so that quantity and quality are maintained on the packing line.
5. Inspects the product for quality and missing parts.
6. Packing special arrangements or selections of products for customers.
7. Recording of information such as weight, time, and date packaged.
8. Proper stacking, separating, and counting of the product.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. EMERGENCY PHONE NUMBERS
6. FIRE BLANKET
7. SPRINKLER SYSTEM
8. MISCELLANEOUS SAFETY AREAS