

**POSITION: Packaging and Assembly Crew**  
**DEPARTMENT: Production**  
**STATUS: Part-time**  
**CLOSING DATE: Open until filled**  
**BEGINNING SALARY: \$11.25**

The Packaging & Assembly Department at The Register-Guard is currently seeking night shift part-time crew members for our seven-night-a-week operation. The position is an entry level general labor position and duties include bundling, stacking, inserting, counting and sorting newspapers and advertising inserts and other related duties.

Beginning salary is \$11.25 per hour. Shift lengths and start times vary depending on production needs but currently most shifts are 6:30 pm to 2:30 am. Part-time P&A employees may work from one to four shifts and up to 30 hours per week. Schedules are flexible based on availability.

Position involves standing, bending, lifting and carrying loads of up to 35 pounds. Applicants must be able to perform tasks requiring continuous movement and have the stamina to perform physical labor; full range of physical motion; unimpaired hand and foot motion and coordination; and unimpaired equilibrium and balance. Applicant will be on his/her feet for the majority of shift. Successful applicants must work in a safe manner and have knowledge of proper lifting methods.

To apply, submit application to [rgjob.applications@registerguard.com](mailto:rgjob.applications@registerguard.com). Application and complete job description can be found at <http://projects.registerguard.com/pages/rg-jobs/>

All employment offers are contingent on the results of a pre-employment drug screening.

Please, no telephone inquiries regarding the status of your application.

GENERAL STATEMENT OF DUTIES:

Responsible for mechanical and manual inserting, bundling, stacking, counting and preparation of newspapers and preprints for distribution.

DISTINGUISHING FEATURES OF WORK:

Under the direct supervision of a Supervisor and/or a shift lead, performs work assignments relating to hand and machine inserting operations and production runs including: hopper feeding; bundle cap application; counting; missed copy repair; tie-out operation; stacking; waste control; recycling; general cleanup and other related duties. Will adhere to Company rules and policies and practice safe work methods.

RECRUITING REQUIREMENTS:

Knowledge of:

- safe work practices;
- proper lifting methods.

Ability to:

- follow instructions;
- count rapidly and accurately;
- work nights, weekends and holidays;
- stand long periods of time (all positions require employees to stand a majority of their shifts);
- maintain stamina to perform physical labor for up to 13 hours within a 24-hour period (excluding lunch and break periods);
- bend and lift up to 35 lbs. (sometimes continually up to 13 hours);
- perform full range of physical motion;
- perform unimpaired hand and foot motion and coordination;
- exercise unimpaired equilibrium and balance (unaffected by motion of equipment);
- maintain harmonious relationships in daily contacts with co-workers.

EXPERIENCE AND TRAINING:

No special training or experience needed.

Continuous and sustained attendance is an essential job function of every position at The Register-Guard.