

Department:	MANUFACTURING	Classification:	NON-EXEMPT, UNION
Division:	FERNDALE LABORATORIES, INC.	Reports to:	SUPERVISOR
As Of Date:	10/5/2015	Other:	

GUIDING PRINCIPLES: Expectations for All Employees

- Quality – Accountable for integrity and accuracy of work performed; cultivates continuous improvement.
- Professionalism – Contributes to a respectable environment.
- Teamwork – Effectively works with others; executes team decisions.
- People – Keeps others informed; strives for continual personal improvement.
- Entrepreneurialism – Takes calculated risks when appropriate; seeks opportunities; considers the customer’s perspective.

JOB SUMMARY

Performs all functions associated with the cleaning and equipment cleaning, inspection and packaging of final container products with manual and/or automated equipment/systems. Responsibilities may include: set-up, change-over and operating label and packaging equipment. Job holder is also responsible for entering data for inventory and batch records and must comply with Regulatory, current Good Manufacturing Practices(cGMPs) and Standard Operating Procedures (SOPs). Job holder performing this function may also be required to perform initial checks of completed documents for completeness and accuracy.

ESSENTIAL FUNCTIONS

- Performs packaging activities such as placing containers into cartons, bags, and boxes.
- Packaging final product from automated and semi-automated equipment into boxes and cases.
- Performs in-process checks during the packaging operation.
- Performs manual shrink wrapping and stapling as needed.
- Operates manual shrink film, case tapers, and staplers.
- Palletizes cases.
- General housekeeping.
- Monitors packaging supplies i.e., tape, shrink wrap, staples and recommends reorders as needed.
- Performs all other duties as assigned.
- WHEN ASSIGNED AS CLEANER, performs ALL functions for cleaning -
- Fully trained in all packaging activities.
- Cleans equipment/parts, utensils, parts, tanks, vessels, piping, and hoses.
- Cleans and sanitizes floors, walls and hallways.
- Completes all cleaning-related documentation.
- Operates automatic and semi-automatic cleaning equipment including parts and clean out of place (COP).
- Operates floor scales and balances.
- Monitors cleaning supplies and recommends re-order as needed.
- Maintains all cleaning rooms.
- Performs all other duties as assigned.
- WHEN ASSIGNED AS LEAD OR ASSISTANT LEAD -
- Fully trained in all packaging activities and as a Cleaner.
- Reconciles batch record.
- Provides training to other team members as needed.
- Orders components according to the manufacturing schedule and other department supplies as needed.
- Responsible for job set-ups.
- Must be familiar with the computer system; electronically transfer components from inventory to manufacturing.
- May be required to perform special projects, reports and other necessary paperwork as assigned.
- As defined by NLRB - is an extension of the supervisor and is responsible for training new employees on packing functions.

ADDITIONAL RESPONSIBILITIES

- Reviews, writes and revises Standard Operating Procedures.
- All other duties as assigned.

NOTE: This document is a guideline and is not intended to be all inclusive of the job or work responsibilities. The employee understands that they are required to perform all work assigned by their supervisor provided it does not violate any laws or regulations, or expose the employee to any physical or health hazards.

KNOWLEDGE, SKILLS, & ABILITIES

All assignments require the ability to lift 55 lbs vertically along with push and pull requirements of 50 lbs force (rolling loads).
Good verbal and written communication skills of a level to interact effectively with peers and management. Basic reading and math required.
Basic computer skills with knowledge of Microsoft Office (Lead and Assistant Lead).

WORKING ENVIRONMENT -

Temperature controlled. All personal protection equipment (PPE) is provided by the employer.

SAFETY EQUIPMENT -

Safety shoes, non-prescription safety glasses, ear protection, dust masks, respirators, and gloves, are supplied by the employer. For prescription safety glasses and safety shoe reimbursement amounts, see Ferndale handbook.

EDUCATION

Requires high school diploma or equivalent.

Qualified individuals interested in applying; please submit your resume to employment@ferndalelabs.com

**EEO Employer/ VET/ Disabled
E-verify Participant.**

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