

Job Description

Production Line Packaging Team

SUMMARY

This position ensures that all finished product is packaged and packed for distribution. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, disposable apron, disposable sleeves, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- May perform visual and physical checks immediately after packages are sealed to ensure quality requirements are met.
- May weigh any tray that appears below the standard weight and dispose of trays below the lower control weight limit (LCL) into clear garbage bag.
- Ensures use by date is present on all packages and Places individual tray packages into their final shipping box and runs the boxes through the box taping machine. Assists in assembling boxes prior to filling them with finished product as needed.
- Assists in the monitoring of the application of nutritional labels onto the individual packages as needed.
- Assists in verifying that finished good boxes are properly labeled.

If palletizing:

- Places appropriate quantities of cases on pallets in approved configurations according to the Product Specification sheets and notifies QA when the pallet is ready to be kitted.
- Securely wraps pallets of finished cases with hand stretch wrap.
- Using a pallet jack, moves pallets to the threshold of the room for pickup by warehouse personnel.
- Adheres to company employee hygiene practices, company food safety procedures and GMPs.
- Other duties as assigned by the Lead and Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand/arm motions, and occasional lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scale, conveyors, code dating and labeling equipment, box taper and pallet jacks.

5/6/2025

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Chinda
Employee Printed Name

Chinda Keorlengxay
Employee Signature

05-06-25
Date

Isabel
Supervisor Signature