# Job Description
# Cartoner

## SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers.

## PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually check for correct card placement and code date on trays.
3. Place the appropriate amount of finished product trays into the correct display box.
4. Lift flat corrugated shippers onto the table as needed.
5. Assemble display boxes as needed.
6. Place display box into a corrugated shipper if needed.
7. Place finished box on the conveyor.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Assistant Supervisor 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 movements, and occasional lifting of up to 10 lbs.

## EQUIPMENT AND MACHINERY USED

Conveyor

## 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.

| Employee Printed Name | Employee Signature | Date |
|---|---|---|
| Nadan Adan | Nadan Adan | 01/11/16 |

Supervisor Signature