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# Job Description Taper

## SUMMARY

Responsible for feeding finished cases through the automatic taping machine. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

## PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, required gloves, clean smock, and disposable boots. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices)
2. Visually inspect open box for the correct amount of trays
3. Fold down box lid and transfer through taping machine
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
5. 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 movements, and repetitive lifting of up to 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

## 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.

M. H. Y. A. W. B. Ismael 8/16/19  
 Employee Printed Name      Employee Signature      Date

[Signature]  
 Supervisor Signature