

<b>POSITION TITLE:</b> Packer	<b>DEPARTMENT:</b> Production-Packaging
<b>REPORTS TO:</b> Shift Supervisor	<b>FLSA DESIGNATION:</b> Non-exempt
<b>DATE /WRITTEN/REVISED:</b> 04/13/2020	<b>HR APPROVAL/DATE:</b>  <b>QA APPROVAL/DATE:</b>

**JOB SUMMARY:**

Packers work directly with packaging lines and processes performing tasks that support line operations. Tasks performed by Packers include handling of product, components, and packaging manually and with the use of simple equipment and tools. Packers are responsible for movement of previously issued products and materials from designated staging areas to the line and finished product pallets from the line to designated staging areas.

Physical material handling tasks performed by packers may include moving components and materials, loading hoppers, conveyors, or magazines, placing materials on or feeding lines, placement of packaged product into subsequent packaging or finished product cases, and palletizing finished product.

**CORE DUTIES AND RESPONSIBILITIES:**

Each operation to be performed is defined in detail in Standard Operating Procedures and Packaging Production Records. Instructions specify requirements for individual operations including identification of item code numbers, specific procedures to be utilized, operating conditions, required inspections, pallet configurations, counts and quantities required.

- Unit operations may include inspections, measuring, weighing, or counting products and materials, adding leaflets, labels or stickers manually, and feeding downstream equipment,
- Inspections include ensuring that materials are correct as specified in documentation, clean, undamaged, and not visibly contaminated, that required materials and components are present, properly applied, and not visually defective, that coding is clear correct and legible, that labeling is not skewed, wrinkled or defective, etc. Instructions for inspection may include notifying operators or supervisors of defects produced, and removing of defective products or materials
- Packers are responsible for signing and dating documentation for the work that they perform, record product, packaging, measurement, weight, product count and order information on specified forms and records, and prepare associated packaging documentation according to SOPs. Packers perform counts and assist in reconciliation of components and materials.
- Packers are required to discard trash and clean work areas, using cleaning solutions and hand tools.

**SUPPORTIVE FUNCTIONS**

In addition to performing essential functions, this position may require performing a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirement of the plant:

- Team member for problem solving of packaging related quality issues.
- Responsible for participation in internal plant audits.
- Promotes safe operating and working procedures.
- Provides support for process improvement teams and capital projects.

### **SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES**

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that they can perform the essentials functions of the job with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

- Must have legible handwriting and the ability to perform accurate documentation.
- Must read, write and speak English.
- Must be able to count accurately and have good basic math skills.
- Must be organized, capable of following instructions and have the ability to coordinate multiple activities simultaneously.
- Must be able to work in a methodical and organized fashion, in order to maintain mental focus to ensure efficient and accurate completion of individual tasks.
- Must be familiar with functions of equipment systems that operate utilizing multiple utilities such as compressed air, electrical supply, vacuum, steam, chilled water, etc.

### **PHYSICAL DEMANDS**

- Must be flexible in terms of working hours to meet requirements of the position
- Must be able to wear respiratory, hearing, gowning and other PPE equipment as require for entry and work in New Vision Pharmaceutical facilities.
- Must be able to sit, walk, and/or stand for a minimum of 12 hours per day.
- Must be able to speak clearly on the phone.
- Must be able to exert well-paced ability in limited space and to reach other locations of the plant on a timely basis.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.
- Must be able to bend, stoop, squat and stretch to fulfill production and cleaning tasks.
- Must be able to lift up to 50 pounds.

### **CRITICAL TASK**

**JOB DESCRIPTION (Continued)**

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- Packers start off their day by getting packaging machinery ready for operations. Performing maintenance and initial checks on machineries is an everyday work for them, after which they begin actual packaging operations. They tend to machines by adjusting components to meet the varying packaging requirements of medicine lots and regulate the flow of operations as required during the process.

**QUALIFICATION STANDARDS**

**Education:** High School Diploma or equivalent as well as good handwriting and mathematical skills

**Experience:** Two years of experience in Food/OTC or other FDA regulated manufacturing environment preferred.

**Grooming:**

All employees must maintain a neat, clean and well-groomed appearance per company standards.

**This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.**

**Relevant position titles:**

Labeling Operator

Packaging Technician