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| Job title | Clean Room Packing / Inspector Associate |
| Reports to | Manager, Plastics Department |

Summary

In a Clean Room environment, the Packing & Inspector Associate is responsible for the production/ packaging of manufactured products.

Duties and responsibilities

- Performs packing duties, such as; manual lifting, packaging, taping and labeling.
- Report defective materials or questionable conditions to appropriate personnel.
- Performs visual quality inspections of products.
- Maintains ISO 9001 procedures and work instructions.
- Complies with job safety practices, policies, and procedures as specified in plant and corporate directives for safe performance of work assignment.
- Executes and documents quality inspections per SOP.
- Follows appropriate standard operating procedures (SOPs) as guideline for operating and maintaining equipment.
- Maintains the work area and equipment in a clean and orderly condition.
- Other duties as assigned.

Competencies

- Experience in a manufacturing packing environment preferred.
- Understand and follow basic verbal and written instructions.
- Interpersonal Skills – the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Dependability – the individual is consistently at work and on time, responds to management direction and solicits feedback to improve performance.
- Adaptability - the individual adapts to changes in work environment with ability to deal with frequent change, delays or unexpected events.
- Ability to interface effectively with all levels of staff.
- Must be able to read, write, and communicate using the English language.

Working conditions

- May be requested to work overtime or weekends for special program events or deadlines. required. The noise level in the work environment may be loud.

Physical requirements

- The physical environment requires the employee to work in a clean room, while gowned for a DNA-free packaging process.
- The employee frequently is required to walk, stand, use hands to finger.
- The position involves sitting, walking and lifting.

Employee Signature below constitutes employee’s understanding of requirements, essential functions and the duties of position.

Employee _____ Date _____