



Job title	General Assembly Worker - Millville
Reports to	Environmental Manager

Summary

Inspect, Assemble and Pack products in accordance to requirements outlined in the Standard Operating Procedures.

Duties and responsibilities

- Inspect, assemble and pack glass or plastic vials, jars, bottles with closures and liners in either the clean room or warehouse environments.
- Use shrink wrap machine
- Assemble and label packaging used for assembled products.
- Load glass and plastic into trays and run trays through glass/plastic washer and load into ovens.
- Use of scales to weigh product
- Use of hammers to punch out liners used in closures
- Housekeeping as required
- 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
- Follows appropriate standard operating procedures
- All other duties as assigned

Competencies

- Experience in a manufacturing packing/assembly 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 in the English language.

Working conditions

- Must wear provided/required Personal Protective Equipment (hair net, safety glasses and gloves as needed)
- Works in rooms with others

- May be requested to work overtime or weekends for special program events or deadlines.

Physical requirements

- The physical environment requires the employee to work both inside and outside in heat/ cold, wet/ humid conditions.

PHYSICAL DEMANDS ANALYSIS

POSITION: GENERAL ASSEMBLY WORKER – MILLVILLE

The physical requirements of the job have been identified below:

N:	Never (0% of the time)	F:	Frequently (34% - 66% or 2.5 – 5.5 hrs./day)
O:	Occasionally (1 – 33% or 2.5 hrs/day)	C:	Constantly (67 – 100% or 5.5 hrs/day)

Activity	N	O	F	C	Activity	N	O	F	C
Sitting				X	Bending at Waist			X	
Standing			X		Squatting			X	
Walking			X		Kneeling/Crouch		X		
Driving Auto or Standard	X				Climbing (Stairs or Ladders)		X		
Extreme Environmental Conditions		X			Crawling	X			
Pushing/Pulling					Lifting/Carrying				
10 lbs. or less			X		10 lbs. or less				X
11 – 20 lbs.		X			11 – 20 lbs.			X	
21 – 50 lbs	X				21 – 50 lbs.		X		
51 – 100 lbs.	X				51 – 100 lbs.	X			

Indicates B = Both, R = Right, L = Left	B	R	L
Use of upper extremities	F		
Foot Controls	N		
Handling/Grasping	C		
Keying/Typing	O	X	X
Reaching Above Shoulder	F		