



## Production Worker/Package Crew job description

**Location:** 2897 Palma Drive, Ventura, CA

**Days/Hours:** Monday-Friday 8:00am-5:00pm

**Department:** Production

**FLSA Status:** Non Exempt

**Reports To:** Production Supervisor/Logistic Coordinator

### General Summary

This position is responsible for daily production and adhere with the safety and productivity of all production on designated production area. The position will comply with GMP requirements and security.

### Primary Responsibilities

- Work with other production team members for all production and packaging
- Manufacture, mixing, grind and pack products; learn all the techniques on manufacturing products and equipment usage.
- Learn all the Raw materials used for production; Learn all the products to be produced or packed.
- Adhere all safety and GMP compliance processing procedures
- Assist in raw materials inventory and learn raw materials and finished products
- Follow accurate sample taken technique and assisting in taking samples for lab testing once completion of each new batch
- Maintain a clean and safe workplace in accordance with GMP regulation
- Report any incidents to supervisor (such as spills, accidents, poor conduct....)
- Suggest and implement cost-saving and time-saving ideas
- Perform other related duties as assigned or as the situation dictates

### Required Competencies, Knowledge, Skills and Abilities

- Obtain operating knowledge of all available processing equipment and processes
- Knowledge of raw material and production processing
- Meet demands established by the schedule
- Good oral communications skills and pay attention to details
- Basic math skills

### Education and Experience

- High school diploma and/or training.

### Certificate requirement

- GMP training certificate
- Forklift certification preferable (Optional)

### Physical Demands and Work Environment

- Must be able to climb stairs, stand for extended periods of time, and safely lift up to 50-60lbs
- Must be able to wear required Personal Protective equipment (PPE) for extended periods of time
- Must pose a good attitude and manner
- Must be able to operate forklift safely (optional)
- Must show proficiency in the operation of all necessary equipment

**Note:** The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job.

Employee Signature:		Date	
Supervisor Signature:		Date	
HR Signature:		Date	
QA Signature:		Date	

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