

Job Title

## Packaging Equipment Operator

Department	Reports To	FLSA Status	Prepared By	Approved By	Last Modified
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### Job Summary

The Packaging Equipment Operator will be responsible for each aspect of the powder packaging process. This operator will utilize raw materials to create finished packaging of different formulas and perform the associated quality checks of the finished product packaging. This position will perform routine machine checks and adjustments of machines. This position will also be responsible for cleaning all the associated packaging equipment and conveyor lines as well as maintaining site GMP requirements. This position has room to expand role based on mechanical knowledge and knowledge of packaging equipment.

### Duties and Responsibilities

- Analyzes mechanical and operational issues on assigned equipment and plans for and takes corrective action. Makes necessary corrections and running adjustments to maintain maximum production and quality.
- Ability to perform job duties based on written communication.
- Conduct operation and repairs of equipment in a safe manner, following lockout tagout procedures.
- Makes preventive maintenance checks and inspection of assigned equipment, reports findings to appropriate lead and takes appropriate action.
- Maintaining batch work orders (Batch Correct First Time)
- Responsible for the canning and packaging process and following the Standard Operating Procedure (SOP) for each piece of equipment.
- Responsible for routine cleaning of operational equipment.
- Responsible for knowing when machine repairs or adjustments are needed, calling a Maintenance Technician, and sharing information on any adjustments made to the equipment prior to requesting the assistance.
- Perform the following quality tests on a routine basis: Labeling checks, Code Checks, Seal Checks, Equipment challenges, and Weigh checks.
- Responsible for relieving other operators for break purposes.
- Always follow facility GMP procedures.
- May operate general equipment, including forklifts and aerial lifts.
- Comply with all policies and procedures of the Corporation.
- Lifting of weighted items greater than 55lbs routinely.
- Standing of greater than 80% of the day.
- Perform other duties as required.

## Core Values and Related Technical Competency

### Respect

- Uses discretion concerning sensitive matters.
- Supports organizational decisions.
- Admits mistakes and honors commitments.

### Accountability

- Fulfills commitments made to team members and customers.
- Prioritizes/completes tasks to achieve deadlines.
- Uses secure email function when discussing company matters and adheres to the protection of all trade secrets.

### Customer Service

- Develops clear understanding of customer's/team member's needs and goals.
- Is conscientious of customer requests and responds within a reasonable time.
- Demonstrates pride in Nature's One when interacting with customers.

### Excellence

- Strives for mistake-free work.
- Utilizes new skills/technology to improve work quality and efficiency.
- Receptive to feedback; uses feedback to improve performance.

### Related Technical Competency

- Keeps current with developments/trends in area(s) of expertise.
- Effectively applies technical knowledge to solve problems.
- Speaks clearly and can be easily understood, avoiding technical jargon with your customers.

## Job Qualifications

- Ability to use hand tools and trades type tools.
- Demonstrates good organizational skills.
- High mental and visual effort required.
- Job involves standing most of shift.
- Willingness to work on an on-call basis after normal shift hours. Some overtime may be required.
- At least 5 years of relevant experience in an applicable industrial setting is desired.
- High School Diploma or equivalent is required.