



# Job Description

## Job Title: Machine Attendant

**Department:** Cap Shop  
**Reports to:** Cap Shop Supervisor  
**Prepared by:** HR  
**Date:** 02/27/15

### Job Summary:

- Entry level position in Capsule Shop.
- Responsible for the operation and Quality on one machine producing capsules that meet specifications and side work in one quad.

### Essential Job Functions:

- ◆ Must be able to read and follow capsule boxing SOP's
- ◆ Must be able to read and follow Quality Procedures and SOP's
- ◆ Monitoring machine
- ◆ Boxing capsules
- ◆ Performing side work
- ◆ Cleanup and assisting machine operators where ever needed.

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty to the satisfaction of the Cap Shop Supervisor and Cap Shop Manager.

### Education and/or Experience:

- High School Diploma/ GED equivalent
- Detail oriented, mechanically inclined, enthusiastic, motivated and team player.
- Must be able to lift 50 pounds.
- Must be able to stand at machine for at least 8 hrs per day

### Knowledge, Skills, and Abilities:

Probationary checklist completed  
Safety Instructions, QA Instructions and SOP's  
100% pass on Probationary Test

Physical Demands: While performing the essential functions of this job, the employee will engage in moderate pushing, pulling, reaching, bending, stooping, squatting, handling and grasping, twisting/turning, carrying and lifting. Required to lift 50 pounds frequently.

Work Environment: While performing the duties of this job the employee may be exposed to fumes. The noise level in the work environment is usually loud. The primary work surface is concrete.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name (printed):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name (printed):** \_\_\_\_\_