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): ___________________________