

# **Production Team Member**

## **General Description of Duties**

- Operate general production equipment
- Set up and change over machinery
- Safely operate and monitor all equipment
- Visually inspect production run and report malfunctions to supervisor
- Ensure that products are provided to customers in a timely fashion, so that product quality, yield, operating costs, and process efficiencies are met.
- Complete all relevant paperwork following cGMP guidelines.
- Complete tasks and work in relevant areas in production as assigned
- Responsible for accuracy on completed batch records and labor hours on assigned projects
- Clean, empty, sanitize and reset equipment after batch completion
- Maintain safe work area
- Assist co-workers and managers in other areas as needed
- Complete cGMP and SOP Training - refer to Training Matrix for complete list of SOP training required for Production Associate

## **Work Experience Requirements**

- At least 4 year(s) of Manufacturing experience.

## **Education Requirements**

- High School Diploma or equivalent experience