



Job Description

Job Title:

Manufacturing Support Technician

Reports To:

Manufacturing Shift Supervisor

Direct Reports:

N/A

Emergency / Absentee Backup:

Executive Director of Manufacturing

Job Summary:

The Manufacturing Support Technician provides dedicated support to manufacturing operations and the production environment through the cleaning of production rooms and equipment as well as preparing needed materials for use in manufacturing areas.

Essential Duties and Responsibilities:

- ✓ Stage and deliver raw materials and components to the designated production area as needed
 - ✓ Rotate and control raw materials and components to ensure FIFO policy is followed
 - ✓ Advise Director of Manufacturing or Supervisor when raw materials or components need to be ordered
 - ✓ Wrap and move finished goods from production hallway as product is manufactured
 - ✓ Transfer Finished Goods to the designated warehouse space
 - ✓ Operate forklift to move product
 - ✓ Maintain the cleanliness of production and warehouse areas by removing debris, empty and return waste bins, cleaning floors to include stripping/buffing/waxing in the production area and cells
 - ✓ Clean walls and floors in process rooms after batch changes or equipment has been cleaned from production
 - ✓ Record applicable steps on batch record and associated documents with accuracy and in real time
 - ✓ Understand and complies with cGMP and quality regulations as they relate to job responsibilities
 - ✓ Complies with good housekeeping and safety rules
 - ✓ Assume shipping and receiving responsibilities in the absence of the shipping and receiving supervisor
 - ✓ Analyze batch moisture
 - ✓ Sanitize water ports
 - ✓ Prepare shipments by cleaning, labeling, and sealing packages
- Other duties may be assigned as deemed appropriate by management

Qualifications:

- ✓ High School diploma or GED.
 - ✓ Ability to perform simple mathematical calculations using a calculator.
 - ✓ Ability to accurately read and take measurements including reading a tape measure.
 - ✓ Ability to read and interpret/follow production procedures.
- Must be able to read, write, speak, and understand English

Physical Requirements:

- ✓ Lift up to 55 lbs
 - ✓ Climb ladders and/or stairs
 - ✓ Crawl, bend, twist, carry, reach, and kneel throughout shift
 - ✓ Push and/or pull up to 100 lbs.
 - ✓ Stand and/or walk for extended periods
 - ✓ Work with and/or around chemicals and/or hazardous materials
 - ✓ Repeating motion that may include arms, wrists, hands, and fingers
 - ✓ Ability to see and distinguish color
- Work in seasonal conditions that may include extreme hot, cold, wind, and precipitation

Work Hours & Schedule:

- ✓ 12 Hour Shift, 4 days on/ 4 days off rotation
- ✓ Includes some weekends and holidays due to rotating schedule
- ✓ Ability and willingness to work from all BioSpectra facilities