

**JUNGLE LABORATORIES CORPORATION**  
**JOB DESCRIPTION**

**Job Title:** Packer I

**Date:** 10/25/06

**Department:** Production

**Reports To:** Production Supervisor

**Classification:** Non-Exempt

**Position Summary:** Fill and/or package product under close supervision by following safety and quality conscientious procedures.

**Essential Functions:**

1. Locate proper raw materials for operations in staging area, verify quantities with batch sheet and bring to line.
2. Pull and review packaging procedure. Review/use safety equipment required for each job.
3. Create case labels for production runs.
4. Verify batch numbers and labeling while placing units into cartons and/or cases as specified in packaging procedure.
5. Initial, seal and palletize cases properly as specified in procedure.
6. Complete pallet slips accurately and legibly for each pallet of product as specified in procedure.
7. Scan starting and finishing time and product item number using automated timekeeping system.
8. Clean up work area by collecting unused raw materials for reconciliation and disposing of waste materials after counting. Store equipment (scales, code guns, blister plates, etc.) in proper locations.
9. Follow prescribed safety policies as established by the company.
10. Work with associates in team effort to further company goals concerning productivity, safety and quality.
11. Assist other production teams during periods of downtime, slack time or upon early completion of tasks.

**Other Responsibilities:**

1. Communicate equipment problems to Production Supervisor, Production Mgr. and Maintenance Department providing information such as what equipment, problem, frequency, etc.
2. Inform Production Supervisor, Production Manager and Quality Assurance of any packaging problems (suspect labeling, coding, damaged materials, etc).
3. Assist in inventory counts annually or as Accounting requires.
4. Perform other work related duties as assigned.

**Critical Performance Criteria:**

Maintain high quality level: Packer I's must manage the quality levels on all production to satisfy both company and customer expectations, while consistently following cGMP's and maximize production efficiency to reduce labor costs.

**Education, Experience and Skills Required:**

1. Able to read, comprehend, and legibly write English.
2. Able to use basic arithmetic skills (addition, subtraction, multiplication, division).
3. Able to use a simple calculator.
4. Able to lift up to 40 pounds up to 40 inches from the floor.
5. Able to use both hands to package product.
6. Able to stand at work stations and use material handling equipment to move products.
7. Able to operate digital and dial scales.

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date