Position Summary: Ensure security of labels from intake to distribution. Provide support and coordination to packaging lines to ensure conformance to schedule and ensure continuous operation.

1. Essential Functions and Responsibilities to ensure the quality and safety of the product will include, but not be limited to:
   
i. Maintain security of labels and label environment per established SOP’s.
   ii. Perform quarantine, hold, reject and destruction duties as directed by Label Room Supervisor.
   iii. Verify availability of required components and supplies, notifies appropriate parties when components are unavailable to avoid downtime due to material shortage.
   iv. Review incoming labels against master label proofs for compliance.
   v. Spot checks incoming labels and materials for physical defects.
   vi. Control distribution of correct labels to packaging lines.
   vii. Perform label reconciliation upon receipt of returned labels; investigates reconciliation discrepancies.
   viii. Ensure all printed distribution labels are within specification, verified, and in the correct amounts per established SOP’s and direction.
   ix. Adhere to all cGMP’s and SOP’s.
   x. Provide information or indication of problems to Management or Quality Assurance.
   xi. Reports to work regularly and on time.
   xii. Perform duties safely and to report unsafe conditions or actions.
   xiii. Assists in other duties as needed and directed.

2. Minimum Qualifications:
   
i. Mathematical Skills – Accuracy with arithmetic and subtraction, fractions, decimals, and percentages.
   ii. Language Skills – Must be able to read, comprehend instructions and hold general conversations instructions in English.
   iii. Computer Skills – Basic working knowledge of Office suite programs and email systems.

3. Preferred Knowledge, Skills, and Abilities:
   
i. Skilled in monitoring, analyzing, critical thinking, and active listening.
   ii. Demonstrate attention to detail, orientation to quality, problem sensitivity, problem solving, and ability to take initiation.
   iii. Knowledge of food production processing, cGMP’s, regulatory environments, and basic computer data entry.
   iv. Familiarity with logistical transport and inventory systems.

4. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
   
i. Must occasionally lift 50 lbs., occasional use of pallet jack may be required.
   ii. Regularly required to stand, walk, lift and exercise manual dexterity. Specific sensing abilities required by this job include near vision.
   iii. Specific sensing abilities required by this job include near vision, smell, taste and manual dexterity.
iv. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

5. **Work Environment:** characteristic of an FDA regulated manufacturing facility. Personal Protective equipment may be worn in certain situations.
   i. The employee is regularly exposed to noise, and to airborne particles, including some allergens.
   ii. Constant interaction with others.
   iii. Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.

6. **Direct Reports:**
   i. None

7. **Signatures:**
   This Job Description is not a contract of employment. 21st Century Healthcare, Inc. maintains an at-will policy of employment. That means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the Company or myself as an employee.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

Printed Employee Name | Employee Signature | Date
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Printed Supervisor Name | Immediate Supervisor Signature | Date

**Revision History:**

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Prepared By: _______________________________ Date: ____________

Reviewed By: _______________________________ Date: ____________

QA Approval: _______________________________ Date: ____________