



Solid Dose Operator Hourly, Non-Exempt

Job Summary: Responsible to follow batch records and SOPs to tend or operate manufacturing equipment that makes or finishes oral doses of tablets or capsules.

Reports To:

- Manufacturing Manager

Essential Functions:

- Read the work orders to determine product specifications, materials to be used, weights, dimensions, and tolerances.
- Set up of equipment, startup and shutdowns, troubleshooting and adjusting equipment to ensure employee safety, product quality, and quantity
- Monitors equipment such as presses, encapsulation machines, coating pans to adjust and report abnormal conditions
- Loads and unloads machinery with raw materials and finished product
- Measure and examine materials and finished product to ensure conformance to established standards and remove that which does not meet standards
- Record operational and production data on specified forms, in logbooks, update room status signs and collect samples
- Perform sanitation on assigned equipment and work areas as specified
- Comply with Company SOP's
- Provide information or indication of problems to Management or Quality Assurance
- Reports to work regularly and on time
- Perform duties safely and to report unsafe conditions or actions
- Assists in other duties as needed and directed

Knowledge, Skills, and Abilities:

- Quality oriented and demonstrate attention to detail
- Ability to read and follow instructions, in English, preferred
- Working knowledge of production processing
- Some computer knowledge is preferred

Education and Experience:

- Mathematical Skills – Understanding of arithmetic, subtraction, fractions, decimals, and percentages

Work Environment and Physical Demands:

- The employee is regularly exposed to noise, and to airborne particles, including some allergens
- Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.