



Job Title: Operator
FLSA Status: NonExempt/Hourly
Creation/Revision Date: 04/26/2024

Department: Production/Operations
Report To: Supervisor

Job Summary:

Machine operators loads raw materials, if applicable, onto machines and monitors the production process while inspecting products. While the machine is in operation, the operator monitors the product on the machine closely to detect any signs of non-conformance that may affect the quality of work or finished products. Machine operators also inspect all finished goods, ensuring that products meet all product quality and packaging standards. This position is held onsite at both the Guilford, ME location, and the two Pittsfield, ME locations combined.

Duties/Responsibilities:

- Effectively monitor production, inspection, packaging,
- Follow production requirements as outlined on BOM/Requisition
- Complete all required manufacturing paperwork correctly and on time
- Maintain a safe and clean workspace
- Follow established safety rules and regulations
- Perform basic product test for quality
- Pays attention to finished product specification details
- Observe, maintain, and support the completion of all standard work processes
- Participate as an active member of the production assembly team
- Follow documented policies and procedures as designated by Puritan's Quality System
- Perform other related duties as assigned

Key Skills Required:

- Good documentation, writing, and communication skills
- Able to perform duties with minimal supervision
- Able to work as a team member
- Able to perform repetitive tasks for extended periods
- Able to follow and complete work instructions
- Basic mathematics (addition, subtraction, multiplication, and division)
- Ability to read and understand instructions, and inspect parts produced.
- Reliable and punctual

Education and Experience:

- High school diploma or general education degree (GED), or equivalent combination of experience and education

Physical Requirements:

- Occasionally lift 50 lbs. and regularly lift to 30lbs, handle tasks involving frequent bending, twisting, lifting, squatting, walking, and standing. May be asked to stand for prolonged periods of time
- Must be able and willing to work in a fast-paced environment
- Must be able to use fingers to grasp, move, or assemble very small objects
- Able to wear PPE consistent with requirements related to the production of swabs for medical use

Note: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

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