



## Production

**Job Code**  
**SOP-010**

**Job Department**  
**Soap**

**Job Location**  
**St. Joseph**

**Reports To**  
**Manufacturing Manager**

**FLSA Status**  
**Non Exempt**

### Position Summary

This position will work in all areas of the GMP facilities related to production, including but not limited to manufacturing of product, and filling of product in various packaging and assisting manager. This position requires flexibility and work hours will change depending on Production and Filling needs.

### Essential Functions

Manufactures and fills products in various packaging.

General maintenance of equipment.

Completes comprehensive paperwork required in the production of product.

Builds batches and calculates fill volumes and batch yields.

Responsible for ongoing cleanliness of equipment and facilities and the documentation that goes along with these tasks.

Interact with Quality and Maintenance departments and bring issues to management as needed.

Comply with all regulation's safety and otherwise from local, state, and federal agencies. (OSHA, FDA etc.)

### Supervisory Responsibility

No

## Education

Preferred/Required	Education Level	Description
Required	High School or GED	

## Experience

Minimum Years of Experience	Description
Less than 1 year	Previous experience in a manufacturing environment preferred.

## Licenses & Certifications

Preferred/Required	Certification Type	Description
Required	Power Dolly	Must have or be able to obtain Power dolly certification
Required	Forklift	Must have or be able to obtain forklift certification

## Qualifications

### Qualifications

Good oral communication skills

Basic mechanical aptitude and troubleshooting skills.

Detail orientated while working in a highly regulated and scrutinized environment

Basic math and computer skill

Ability to work in a team-oriented environment

Must have basic reading and comprehension ability

Must be very detail oriented

Must have basic math skills

## Competencies

### Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1<sup>st</sup> Attitude  
Concern for Safety  
Integrity & Ethics  
Pursuit of Excellence/Lifelong Learning  
Teamwork

### Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Attention to Detail  
Dependability  
Initiative

### Equipment Used

Equipment	If Other, Please Specify
Power Dolly	
Fork Truck	
Personal Protective Equipment	

### Working Environment

Work is mainly performed in factory or warehouse setting with exposure to dust, heat, cold, loud noises, fumes and odors. Some exposure to an outdoor setting with conditions such as heat/cold, wet/humid and dry/arid, and an office setting with a controlled environment.

### Travel

Travel Type	Frequency
Same Day	Minimal- Up To 5%
Local	Minimal- Up To 5%
Overnight	Minimal- Up To 5%
District	Minimal- Up To 5%
Regional	Minimal- Up To 5%
Nationwide	Minimal- Up To 5%
Worldwide	N/A

## Physical Demands

The Production Personnel's physical job demands include maximum occasional lift of 50 lbs. from 52 in to floor; maximum occasional lift of 50 lbs. from floor to knuckle; maximum occasional lift of 55 lbs. to 35 in; maximum occasional carry of 50 lbs. for 250 ft; maximum frequent vertical push/pull force downward of 110 lbs. at 58 in height; maximum occasional vertical pull force downward of 20 lbs. at 84 in height; maximum occasional push/pull horizontal and vertical force of 100 lbs.; maximum frequent horizontal push/pull force of 35 lbs. for 100 ft; maximum occasional horizontal push/pull force of 50 lbs. at 41 in height for 50 ft; maximum occasional horizontal push/pull force of 30 lbs. at waist height; maximum occasional horizontal push/pull force of 40-60 lbs. at 35 in height; frequent climb, stairs of 8-10 in height; frequent forward reach of 24 in; occasional lateral reach of 24 in; occasional overhead reach of 84 in; frequent bend/crouch; occasional neck extension; frequent neck flexion; frequent fine motor coordination; frequent hand coordination; frequent foot coordination; constant balance; occasional sitting; constant standing; constant walking. PDC Level: VERY HEAVY based on push/pull forces

## Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

## EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

## Disclaimer

**The 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, travel and activities may change, or new ones may be assigned at any time with or without notice.**

