



GREEN POINT RESEARCH

PROFESSIONAL STAFF JOB DESCRIPTION

Manufacturing Technician

Introduction

In support of the performance evaluation process at Green Point Research (“GPR”), we have developed a job description for the staff to ensure a common understanding of the performance expectations within the company. The communication of clear job description allows staff to better manage their job duties and enhances the ability of management to make fair performance evaluation, compensation, and promotion decisions.

The managers prepare job descriptions, existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact management/human resources if you have any questions or concerns about your job description.

Role

Amended Effective Date: 3/23/22

We are looking for team members who come to the table with a shared passion for making our products the world loves. As a part of our manufacturing group, you will be responsible for the operation of processing and packaging equipment, performing changeovers and participation in startup, changeover, and shutdown of operating equipment.

Green Point Research Manufacturing Technician is responsible for duties consisting of the following but not limited to what is noted below:

RESPONSIBILITIES INCLUDE:

- Prepare for production through use of production schedule, studying requirements, clarifying specifications as necessary, calculating calibrations, weighing components, assembling materials and stocking supplies.
- Perform sterilization and maintenance checks including cleaning out-of-place (COP), cleaning in-place (CIP) and servicing in-place (SIP).
- Monitor operation equipment conditions and make adjustments as needed to comply with production requirements.
- Adhere to filing and filtering procedures while calculating dilutions, concentrations and yields.



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- Adhere to cGMP/HACCP/Quality or current good manufacturing practices, standard operating methods to maintain a safe and clean work environment.
- Maintain equipment operation through responsive troubleshooting, repairs and following operations guidelines.
- Document all production efforts in appropriate logs, forms, reports and databases.
- Enhance organizational reputation by striving to meet and exceed performance expectations.
- Executes Batch Record and logbook documentation with detail and accuracy.
- Executes the procedures used to clean production equipment and facilities.
- Operates production machinery and executes procedures for manufacturing such as dispensing, mixing, coating, distilling, granulating, drying, milling, blending and the like.
- Performing preventative and breakdown maintenance.
- Executes total changeovers.
- Identifies and assists in the corrective actions of processing related issues.
- Performs required in-process product quality checks and documents accurately.
- Works in collaboration with others as part of a team.
- Assists with on the job training of other production trainees and operators.
- May determine methods and procedures on new assignments and may provide assistance to other support personnel.
- Effectively communicates issues to supervisor.
- Operating forklift equipment safely to move materials and products throughout the plant
- Assists in the identification and implementation of continuous improvement opportunities.
- Performs other related duties as assigned to meet departmental and Company objectives.

**Job descriptions are not intended to be all-inclusive. Other responsibilities may be assigned.

REQUIREMENTS:

- Must be 18 years of age or older
- Must have the ongoing right to work in the U.S. without sponsorship
- Must have high School Diploma or GED
- Be willing to obtain a forklift license
- Proficient in basic computer skills
- Must be able to perform physical requirements of position with or without reasonable accommodation
- Must be able to lift, move, push, pull 50 lbs as required by the position
- Must be able to perform physical tasks for extended periods of time, including standing, walking, climbing, bending, pushing, pulling, and twisting over surfaces
- Willing and able to work any shift schedule, including nights and weekends, daily overtime or overtime outside of your regular scheduled hours as required (more than 40 hours per week)
- Ability to work flexible workdays and hours depending on the season



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- Ability to wear protective clothing and equipment such as face masks, safety glasses, hearing protection, a hair/beard net, and gloves when required
- Willing and able to adhere to all grooming requirements necessary for a food manufacturing environment
- Ability to work in hot, cold, noisy environmental working conditions
- Ability to work with chemicals that might be present in a food/nutraceutical environment

Preferred Qualifications:

- 1+ years of experience in a manufacturing environment
- Mechanical or electrical capability/experience
- Demonstrated leadership ability

Ability and willingness to work in the following conditions:

- Exposure to pollen, allergens, and chemical pesticides in the grow facility or greenhouse
- Work environments that include exposure to, but not limited to, chemicals, fumes, dust, odors, extreme heat temperatures, heights, indoor AC, no AC, motion, noise, protective gear, vibrations, and water

Pay Rate:

- \$17.50 per hour to start

Schedule:

- 8 hour shifts schedule
- 7:00 am to 3:07 pm (day shift)
- 3:00 pm to 11:07 pm (evening shift)
- 11:00 pm to 7:07 am (night shift)
- Shift rotation every 8 weeks (day to evening, evening to night and night to days)
- Ability and willingness to work overtime, any shift, including days, nights, weekends, and holidays
- Plant operation is 24 hours per day, 5.5 days per week