

 DOSAL TOBACCO		JOB DESCRIPTION			
Title:	Manufacturing Support Associate			Revision:	04
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SUMMARY

The Manufacturing Support Associate (MSA) ensures constant flow of material supply and leftover materials, including recycable products, between the warehouse and production areas, and to and from the respective machines, e.g., cartons, master cases, labels, cellophanes, aluminum foils, adhesives, tipping papers, cigarette papers, liners, tapes, pallets, trolleys, and any other component materials and/or items necessary for the manufacturing operation during their own and next shift. Follows good manufacturing, housekeeping, hygiene, sanitation, pest control, and safety practices. Ensures that all activities are followed based on standard procedures, instructions, etc., as well as ISO 9001 requirements, and FDA, ATF, cGMP, OSHA, & EPA regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following:

Authority Levels And Decision Making

Are indicated as follows: (1) May take action independently; (2) May take action but must advise supervisor and other respective stakeholders as needed; (3) Must receive approval/authorization before taking action.

General

1. Communicates well, in a timely fashion, and as needed with immediate supervisor. (1)
2. Manages and enforces all procedures, instructions, etc., as well as ISO 9001, FDA, GMP, EPA, etc. practices for all assigned personnel. (1)
3. This is not intended as an exhaustive list of duties and responsibilities.
4. Additional duties and responsibilities may be assigned.

Filtro Mat Feeder (MSA2) - JD032a

1. Makes sure the Filtro-Mat line is cleared by quality before start using it. (3)
2. Scans the label of each box of filters and verifies the right filter is used as per production specifications before dispensing it to the Filtro-Mat equipment. (1)
3. Avoids mixing different types of filters. (1)
4. Opens boxes containing filters avoiding damages and/or waste of the materials. (1)
5. Feeds required amount of filters into the Filtro-Mat equipment as required for each maker. (1)
6. Removes, unfolds, and piles empty boxes as per approved method and location. (1)
7. Records accurate and clear entries on production reports and other required paperwork always following good document practices. (1)
8. Scans barcodes as per ERP system requirements and procedures (1)
9. Ensures equipment is purged at the end of production. (1)
10. Maintains working area and equipment always clean and organized to avoid entry of foreign materials and/or contaminants into production. (1)

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11. Maintains areas free of hazards to avoid safety incidents. (3)
12. Reports any discrepancies and/or issues to the manufacturing supervisor or manager. (2)

Palletizer And Material Handler (MSA2) – JD032b:

1. Inspects and operates electric pallet jacks and forklifts as needed to accomplish the tasks (must possess a valid forklift driver license). (3)
2. Feeds approved empty pallets to the palletizer and removes completed pallets of finished products from the palletizer in a timely manner. (1)
3. Ensures constant supply, correct allocation, and flow of materials, leftover materials, and items from warehouse to production and from production to warehouse areas in the manufacturing facility for their own and next shift making sure that all transactions are properly scanned according to the ERP requirements. (1)
4. Wraps and identifies with proper labels, using the scanner, full and partial pallets of finished products and materials using the automatic wrapping machine. (1)
5. Records accurate and clear entries on reports and other required paperwork always following good document practices. (1)
6. Reports production at the wrapping station to issue labels and move products to the selected location. (1)
7. Maintains accuracy and proper organization of the physical inventory following instructions and good practices for the correct allocation, identification, and scanning of the different inventory items (1)
8. Avoids destroying labels when opening boxes and/or unwrapping pallets. All labels must be kept intact at all times to update the quantity in the ERP system while supplying or returning materials (1)
9. Performs loading and unloading of trucks as needed and in a safely, timely, and organized manner. (2)
10. Maintains pallet staging areas safely stacked and emergency exits open and clear. (1)
11. Brings empty pallets inside the building utilizing a forklift. (1)
12. Maintains working areas and equipment always clean, organized at their respective parking zones, and charged to avoid delays and entry of foreign materials and/or contaminants into production. (1)
13. Uses safety barriers as per required procedure and maintains areas free of hazards to avoid safety incidents. (3)
14. Reports any discrepancies and/or issues to the manufacturing supervisor or manager. (2)

Recycling (MSA2) – JD032c:

1. Collects and separates per type all recyclable products generated in the manufacturing facility. (1)
2. Makes sure the iLoop line is cleared by quality before start using it. (3)
3. Follows production plan for recycling. (1)
4. Operates the iLoop equipment to accomplish expected quality and output per shift. (1)
5. Identifies recycled products following approved method for it including scanning barcodes as per ERP system requirements and procedures. (1)
6. Avoids contamination and/or comingling of recycled materials. (1)

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7. Records accurate and clear entries on production reports and other required paperwork always following good document practices. (1)
8. Ensures equipment is purged at the end of production. (1)
9. Maintains working area and equipment always clean and organized to avoid entry of foreign materials and/or contaminants into production. (1)
10. Maintains areas free of hazards to avoid safety incidents. (3)
11. Reports any discrepancies and/or issues to the manufacturing supervisor or manager. (2)

Tobacco Feeder (KAM) (MSA1) – JD-032d:

1. Makes sure the KAM line is cleared by quality before start using it. (3)
2. Scans the label of each box of tobacco and verifies the right tobacco is used as per production specifications before dispensing it to the Filtro-Mat equipment. (1)
3. Avoids mixing different types of tobacco. (1)
4. Opens boxes containing tobacco avoiding damages and/or waste of the materials. (1)
5. Feeds original and required amount of recycled tobacco through the tobacco hopper of the KAM for each maker following approved blending method as required for each maker. (1)
6. Removes, unfolds, and piles empty boxes as per approved method and location. (1)
7. Records accurate and clear entries on production reports and other required paperwork always following good document practices. (1)
8. Scans barcodes as per ERP system requirements and procedures (1)
9. Ensures equipment is purged at the end of production. (1)
10. Maintains working area and equipment always clean and organized to avoid entry of foreign materials and/or contaminants into production. (1)
11. Maintains areas free of hazards to avoid safety incidents. (3)
12. Reports any discrepancies and/or issues to the manufacturing supervisor or manager. (2)

Cleaning And Sanitation (MSA1) – JD032e:

1. Ensures good housekeeping, hygiene, sanitation and pest control practices are observed. (1)
2. Maintains the plant always clean, clutter-free, and ready for inspection, including patio, bathrooms, break room, supervisors offices, and managers office. (1)
3. Utilizes approved food grade cleaners and degreasers to assist in cleaning. (3)
4. Ensures all disposable items and/or leftover packaging materials in the plant are well organized, constantly removed, and/or disposed as per their designated locations and procedures such as cardboard, empty pallets, recycled pallets, discarded pallets, empty tote bins, recycled tobacco boxes, trash, and any other disposables. (1)
5. Removes trash from all areas in the plant and discards it properly. (1)
6. Loads recycle items to the proper container. (1)
7. Utilizes cleaning equipment, such as heavy brooms, mops, squeegees, long reach dusters, mop buckets, long reach scrapers, automatic sweepers, and sit-in sweepers to accomplish the job. (1)
8. Sweeps floor and mops designated areas.(1)
9. Removes tobacco dust and vacuums excess dust. (1)
10. Removes residues. (1)
11. Removes equipment from the plant for cleaning when instructed. (3)

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12. Attends the dust collector; checks and removes waste, and reports any maintenance issues.
13. Maintains adhesive area clean and re-stocks empty glue buckets with appropriate adhesive (1)
14. Maintains areas free of hazards to avoid safety incidents. (3)
15. Reports any discrepancies and/or issues to the manufacturing supervisor or manager. (2)

Manufacturing Support Associate (MSA) Job Levels:

MSA1 - Trained and certified at *Cleaning And Sanitation* or *Tobacco Feeder (KAM)*

MSA2 - Trained and certified at *Recycling* or *Filtro-Mat Feeder* or *Palletizer And Materials Handler*.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Compliance Requirements

Functions in compliance with/to...

1. Dosal Tobacco Corporation (Dosal) Quality Management System (QMS) i.e. Manual, Procedures, Instructions, Forms, and Records demonstrating familiarity with the Quality Policy, Organizational Charts, and Process Charts.
2. The following international standards: ISO 9001.
3. Legal and regulatory federal, state, county, and city requirements i.e. Environmental Protection Agency (EPA), Food and Drug Administration (FDA), Occupational Health and Safety Administration (OSHA), Alcohol and Tobacco Tax and Trade Bureau (TTB), Alcohol, Tobacco and Firearms (ATF), etc.
4. Rules set forth in the Employee Handbook, and Job Description.
5. Good Manufacturing Practices – current- (cGMPs) – requirements.
6. Good housekeeping, hygiene, sanitation, and pest control practices.
7. All safety practices and assures they request to be properly trained.
8. Reporting any potentially unsafe working conditions immediately.
9. Reporting any accidents to the Human Resources function promptly, or if unable to do so, report such accidents to immediate supervisor and otherwise takes appropriate action.
10. Not making any discriminatory remarks.
11. Taking appropriate action regarding notification of Human Resources with respect to sexual harassment.
12. Affirmative Action Plan and respects Diversity.

Adheres to...

1. Dress, Grooming, Pest Control, Hygiene, and Sanitation requirements.
2. Preventive Maintenance and Calibration requirements.
3. Health, Safety, and Environmental requirements.
4. Disciplinary, Security and Work Rules requirements.

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COMPETENCIES

To perform the positions described hereinbefore successfully, an individual should demonstrate the following competencies:

1. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
2. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
3. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long working hours when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
4. Interpersonal Skills - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
5. Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate persons in decision-making process; Makes timely decisions.
6. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through activities; Supports affirmative action and respects diversity.
7. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
8. Quantity/Quality - Strives to increase productivity; Works with direct report managers to determine appropriate quantities required for different areas, such as personnel, stock levels, etc. this list not being all inclusive. Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve production performance; Monitors own work to ensure quality.
9. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions.
10. Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Places the success of the organization and/or team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

QUALIFICATIONS

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To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memorandums, understand and speak in English and/or Spanish. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers, and to multiply and divide with 10's and 100's. Ability to perform these operations using units and weight measurement, volume, and distance. Ability to use a calculator. Ability to understand and use United States Decimal and Metric measurements.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Ability to use record-keeping software and general computer literacy.

Certificates, Licenses, Registrations

None.

Other Skills and Abilities

Ability to work measuring calipers, rulers, calculators, etc.

Physical Demands

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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.

While performing the duties of this job, the employee is regularly required to smell, stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and equipment. The employee is occasionally exposed to wet and/or humid conditions, lint or airborne particles; heat during summer fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock and vibration. The noise level in the work environment is usually loud.

I have read and understood the above Job Description, and agree that it is representative of the requirements of the position.

Employee:			
Signature:		Date:	