Manufacturing: Granulation Operator

21st Century HealthCare, Inc. – Phoenix, Arizona Area

Essential Job Responsibilities – will include, but are not limited to:

- Clean all areas and equipment to be used
- Assemble/disassemble equipment according to established procedures
- Complete appropriate logbooks prior to requesting Quality Assurance clearance
- Verify that all necessary materials are correct, present, released, and within the expiration period
- Assure that all outer containers are free from dust and debris
- Verify all ingredients being sure they match the batch record
- Notify QA to verify and select items to be checked
- Segregate items to mixing specifications
- Prepare clean empty drums with new liners and yellow labels
- Verify that all supplies are free of contaminants
- Log all machinery involved in the blending process
- Once the blend is done discharge product into drums
- Weigh drums individually recording each weight
- Weigh drums all together recording total weight
- Request verification of weights
- Record finished blend into log book
- Label all containers appropriately including: product name, Lot number, weight, number of doses
- Turn in process documentation to Department Head
- Assure that products leaving the department are stored in the proper areas

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Minimum Qualifications:

- High School Diploma or equivalent
- Ability to read and write basic English
- Ability to lift 40lbs from ground to waist
- Basic math knowledge (addition, subtraction, multiplication, division)
- Ability to work 8 to 10 hours a day standing up

Competencies:

- Quality Oriented
- Integrity / Ethics
- Teamwork
- Interpersonal Skills

Disclaimer:

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.