



<b>Job Title: Finished Goods and Product Labeler</b>		<b>Back up: Finished Goods and Product Labeler Supervisor</b>	
<b>Work Location: Helena, AR</b>			
<b>Department: Production</b>			
<b>Reports to: Production Manager</b>			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt		<b>Revision Date: 2/28/19</b> <b>HR Contact: Facility HR Representative</b>	

**Essential Duties and Responsibilities:**

The Finished Goods (FG) and Product Labeler affixes FIFRA and other required labels for ETCS products to each FG container leaving HAR. The FG and Product Labeler verifies FGs leaving HAR are compliant with EPA and other governmental regulations. Labels must also be compliant with US Department of Transportation guidelines outlined in 49CFR172.101. Product and Finished Goods labels must also align with Safe Quality Food (SQF) practices employed by ETCS.

- Lead by example.
- On the floor, ready to work, at the start of the shift (top of the hour).
- Responsible for labeling all outgoing shipments accurately, on time and efficiently.
- Verify that all FG labels match the product and container prior to applying to the container.
- Verify that labels applied to FGs are compliant with 49CFR172.101
- Affixing verified labels to product containers in an aligned and professional manner to promote the appearance and quality of ETCS FGs.
- Work in accordance with SQF and US DOT HAZCOM guidelines and regulations.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Report any mislabeling to the Production Labeling Supervisor.
- Ability to listen and take direction from supervisor, and/or co-workers.
- Responsible for helping prepare and complete orders for empty container labeling for production use.
- Learn and obtain knowledge of different customer products and labels.
- Must be trained and rated proficient for forklift operation and earn and maintain a valid ETCS forklift license.
- Maintain shipping and warehouse transfer documents in a neat and orderly manner in alignment with SQF guidelines.
- Maintain warehoused product and package segregation according to Production Supervisor instructions.
- Report any inventory inaccuracies to the Production Supervisor promptly.
- Comply with company GMP's, HACCP, safety rules and employee conduct policies at all times.
- Collaborate with both production and shipping departments to ensure on time shipments and customer satisfaction.
- Maintain the accuracy of all inventory boards on product racking systems.
- Contribute to the ETCS team effort by accomplishing related projects and offering help as needed.
- Become proficient in Chempax Module II.
- Assist with counting of ETCS inventory.
- Wear required safety and personal protective equipment as required.
- Maintain a clean and safe work area, return tools and equipment back to their proper area for storage, clean and ready for re-use, after each use. Empty trash containers as necessary, pick up loose items and place them in their proper place of storage.
- Use the production daily punch list during downtimes.
- Perform other job-related duties as required.



**Education and/or Work Experience Requirements:**

- High School Diploma or GED required.
- Attention to detail is critical for FG and Product Labeler.
- Verbal and written communication skills, including ability to effectively communicate with ETCS associates and external vendors or customers via email, telephone, 2-way radio, or handwriting.
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of their job.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager Signature:**

**Date:**

**Human Resources Signature:**

**Date:**