

## **Production/Warehouse Associate**

### **Job description**

Vital Earth Minerals is a 20-year-old manufacturer of high-quality liquid supplements in Grand Junction, Colorado. We are looking for a Production/Warehouse Associate to join our small team. This position will be involved in all aspects of the production, bottling, and shipping of our products.

### **Manufacturing duties include:**

- Daily operation of pumps, mixers, bottling machine, and various other production equipment
- Oversee the ongoing cleaning, sanitizing, and maintenance of all production equipment and facilities
- Complete cleaning logs and other documentation required by cGMP (current Good Manufacturing Practices) and FDA regulations

### **Warehouse duties include:**

- Ability to load/unload trucks with forklift and/or pallet jack
- Assist with periodic inventory of raw ingredients, packaging materials, and warehouse stock
- Pack, label, and mail individual orders
- Prepare palletized purchase orders for shipment

### **General requirements:**

- Snow removal in parking lot, front of warehouse doors, etc. (using company snow blower)
- Weed control when necessary, seasonally
- Must comply with all company policies, cGMP's (current Good Manufacturing Practices,) and FDA regulation for Dietary Supplements
- Must be cGMP certified (training provided by company)
- Must have the ability to drive a forklift and be forklift certified (training and certification provided by the company)
- Must have the ability to lift/move heavy loads (50 lbs.)

- Must have the physical stamina to load multiple pallets with 32 lb. boxes (each pallet contains 50 boxes)
- Physical ability to push/pull fully loaded pallet jack – 2000 lbs.
- Valid driver's license and proof of insurance
- Ability to work as a team with other company employees and have a friendly and pleasant manner.
- Must have good personal hygiene; clean hands, hair, clothes, shoes, etc. cGMP regulations require that all piercings, and jewelry be removed during manufacturing/production processes.
- A background check may be performed

### **Pay and Schedule**

This position starts at \$18.00 to \$20.00 per hour, depending on experience. The hours will range from 30 to 40 hours per week. The typical schedule will be Monday through Thursday, 8am to 4pm, with some Fridays required. We are closed weekends.

Job Types: Full-time, Part-time

Salary: \$20.00 per hour

### **Benefits:**

- Employee discount
- Health insurance
- Paid time off