



**Job Title:** Machine Operator- All  
**Department:** Extrusion  
**Reports To:** Shift Supervisor  
**FLSA Status:** Non Exempt  
**Back up:** Lead Operator

### **SUMMARY**

Monitor quality and zone safety. Also set up orders on production lines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for checking quality on each production line in their zone at shift change and on an hourly basis.
- Responsible for monitoring Packaging Inspectors quality checks and tally sheets, and that packaging is being done per extrusion i.e. correct pallets, etc.
- Responsible for completing checks cross on other zones at least once per day.
- Responsible for completing a mic sheet for each line once per week. (Plant Specific Requirement)
- Responsible for checking blenders at shift change.
- Responsible for completing a 1st piece check sheet for each change over.
- Responsible for verifying all paperwork is complete and accurate ( Tally sheet, inventory locator, extrusion work orders, daily production reports, labels).
- Responsible for promoting safety awareness throughout the plant. Make sure all Assistant Operators and Packaging Inspectors have required PPE and are following all safety policies.
- Responsible for reporting any defective equipment or safety hazards to Shift Supervisor.
- Responsible for assuring all Packaging Inspectors and Assistant Operators receive appropriate amount of breaks per shift ( Delegate).
- Responsible for maintaining work zone housekeeping throughout entire shift.
- Responsible for cleaning and removing printing equipment and supplies.
- Responsible for maximizing production rates while maintaining a quality product.
- Responsible for preparing for upcoming order changes at least 2 hours in advance.
- Responsible for assisting Maintenance Department when necessary.
- Responsible for assisting other zones Operators when needed.
- Responsible for promoting team work throughout the plant.
- Responsible for assisting Utility Operators when necessary.
- Responsible for training Assistant Operators on all aspects and functions of Machine Operator position.
- Responsible for training Packaging Inspectors and Assistant Operators on all paperwork, equipment, safety policies, and all job duties.
- Responsible for completing the Daily Shift Dashboard (controlled doc) once per shift. (Plant Specific Requirement)

### **SUPERVISORY RESPONSIBILITIES**

None

### **EDUCATION and/or EXPERIENCE**

Minimum of 6 months on the job training.

### **QUALIFICATIONS**

To perform this job 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.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure



manuals. Ability to complete reports and forms associated with the position: Ability to communicate effectively orally, and in writing.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusion. 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: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **PHYSICAL DEMANDS**

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 frequently required to stand and use hands to finger, handle, or feel. The employee is frequently required to walk, sit, reach with hands and arms; balance; stoop, kneel and or crouch. Employee must occasionally lift 80 pounds unassisted. Specific vision abilities required by this job include close vision, distance and color vision.

#### **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. The noise level in the work environment is usually

It is the responsibility of all employees, regardless of department or position to report to management, situations that may compromise product quality, food safety and regulatory compliance.