



BUTTER OPERATOR

Division/Department: Production
Shifts: AM/PM
Job title: Butter Operator
Reports to: Shift Supervisor

Level/Grade:	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u>/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/Scope of Position

Controls and operates butter churn and butter packaging equipment to produce butter of specified grade quality. Responsible for all butter churn equipments and materials as well as complying with any issues with regards to product specifications. Operate Consumer Line to ensure butter is manufactured and packaged in sanitary and compliant condition to allow HDM to sell its products to any entity interested in individually wrapped butter. Operator will be responsible for all packaging materials as well as complying with any issues regarding weight and identification.

Responsibilities/Duties (inclusive of but not limited to):

- Demonstrates working knowledge of cleaning procedure, pre start-up operation, start up procedure, trouble shoot problems, making necessary adjustments to butter equipment, and products.
- Understands and demonstrates compliance to applicable safety procedures (PPE's, LOTO ect.) associated with task performed in position.
- Demonstrates a working knowledge of the hazards associated with chemical and substances commonly used in butter manufacture and in the plant.



- Understands and demonstrates compliance to performing and documenting sanitation activities following GMP and Sanitation policies.
- Starts, stops production in packaging area.
- Monitors quality during product runs; hourly weight checks, metal checks and samples.
- Record information hourly and as needed on the production and log sheets provided.
- Completes sampling procedure and organizes samples correctly.
- Keeps assigned area and work clean, will also do assigned periodical cleaning.
- Monitors computer screens to control packaging process.
- Performs minor maintenance items (change gaskets, clamps, etc.)
- Perform all clean swabs as required.
- Demonstrates aptitude at operating and cleaning the following equipment:
 - Cream silos and lines.
 - Cream and buttermilk balance tanks
 - Butter churn
 - 1/4lb
 - 1lb
 - Cleveland box making equipment
 - Ink jet printing instruments
 - Check weighing and metal detection equipment
 - Salt tanks and lines
 - Butter silo and CIP systems
 - Buttermilk Silos
 - Pumps & valves
 - Re-work tanks
 - Lifts and transport equipment
 - Conveyance lines
 - Must learn USDA charting
- Demonstrates an understanding of tolerances of products and know how to make adjustments, as necessary, to maintain product conformance.
- Demonstrates an ability to take lab samples, complete pertinent tests to determine product compliance to specifications, understand the lab results, and be proficient in determining changes needed to maintain or return product to the specifications.
- Demonstrate ability to maintain a USDA compliant environment with regard to equipment, walls, floors, lighting, drains, etc,
- Perform all plant documentation, as required.
- All other duties as assigned.

Physical Demands

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs and working in warm wet conditions.
- Rarely (1%-25%) balances, stoops, kneels, and crawls.



Work Environment

This job takes place in a plant environment year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to75%) dry or wet flat plant floors
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 15%) work in extreme heat and humidity

Personal Protective Equipment Needed

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- Need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working with chemicals you will need to wear, safety goggles, face shield, rubber gloves and a chemical – resistant apron.

Job Hazard Assessment

The following are hazards that the employee may come in contact with while performing his/her job duties:

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee may be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

Education/Training

- High School diploma or equivalent

Skills

- Operate all department equipment per published/ current process specifications.
- Inherently understand process requirements.
- Must be able to perform routine machine adjustments.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Detail oriented and thorough in completing work tasks.



- Capable of running processes in accordance with equipment design and product specification.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Basic computer skills.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management.
- Ability to work under pressure.

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.

Version

July 2020