



INTAKE OPERATOR

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

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 ___40___/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/ Scope of Position

The Intake Operator is a key member of the production team. This position requires cleaning and operating the milk receiving equipment and coordinating the logistics within the receiving bays. This position is responsible for carrying out tasks in accordance with Company policies, OSHA, regulations and applicable laws, while following the Management Operating Structure (MOS). In addition to ensuring all documentation is timely, accurate, and complete, this position is responsible for ensuring that GMP's, Sanitation requirements and performance measures are tracked and met.

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

- Test all inbound milk shipments for quality and regulatory standards.
- Monitors and documents chemical additions and consumption compared to CIP standards.
- Cleans lines, silos, and other process equipment in accordance with SSOP's.
- Coordinates efficient flow of tankers through the receiving process.
- Completes all work instructions, production log sheets, and sanitation log sheets



accurately and in a timely manner.

- Cleans tankers and other logistical equipment according to sanitation requirements.
- Complies with and follows established SOPs and SSOP's for milk receiving efficiencies.
- Continuously monitors all aspects of the production process for leaks and spills; Takes immediate corrective action and informs the supervisor on duty.
- Completes pre-operational checks on all equipment before starting a process.
- Execute and monitor all process related tasks, in a timely, efficient and effective manner to meet product specifications.
- Conduct CIP and sterilization on all main process equipment, lines, silos and other equipments.
- Maintain a clean and orderly work area.
- Informs supervisor of any issues or concerns.
- Communicates safety issues and concerns to the Production Supervisor.
- Attend production/employee meetings.
- Perform all plant documentation, as required.
- Demonstrates ability to support others while achieving goals.
- 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.
- Rarely (1%-10%) balances, stoops, kneels or crawls.

Work Environment

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

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

Personal Protective Equipment Needed

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: 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 outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.
- 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
- Raw Milk Testing certified in accordance with PMO (company will provide training)

Skills

- Operate all department equipment per published/ current process specifications.
- Generally understand process requirements.
- Must be able to perform routine machine adjustments.
- Ability to learn new concepts, and be an active member of operating the department.
- 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.
- Careful about detail and thorough in completing work tasks.
- 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 skills.
- Ability to work under pressure.



Machines Operated

- Load-out Press, Scales, CIP Systems, Miscellaneous Manufacturing Equipment, Touch Screen monitor, Copy Machine, Calculator, Analytical Equipment, Phone, and hand tools.

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.