



# MILK POWDER PACKAGING OPERATOR

Division/Department: Production
Shifts: AM/PM
Job title: <b>Milk Powder Packaging Operator</b>
Reports to: Shift Supervisor

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

## **Purpose/Scope of Position**

The Packaging operator assists in packaging and proper storage of bagged and tote products. He or she ensures that; all documentation is timely, accurate, and complete, that GMP's, Sanitation requirements and performance measures are tracked and met. Ensure that the quality and quantity of packaged goods conforms to the company's standards.

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

- Demonstrates aptitude at operating the following equipment:
  - Hyster
  - Wrapper
  - Packaging equipment
  - Palletizer
  - Scan equipment
  - Data entry
- Performs and documents product quality tests for:
  - Weight sheets



- Down time log
- Palletize sheet
- Code sheet
- Daily cleaning log and periodicals
- Handle startup and shut down duties pertaining to packaging equipment at the beginning and end of each shift.
- Make-certain that each packaging machine is in good repair and works in accordance to regulations set by the company.
- Perform regular and preventative maintenance on packaging machines to ensure optimum work cycles.
- Responsible for packaging integrity and quality checks on each packaging order.
- Reads, interprets, and maintains Packaging Log Sheets.
- Conducts audits of CCP Metal Detection.
- Files charts, log sheets and documents pertaining to production and ensuring they are accurate.
- Maintains all Metal Detector charts and Metal Detector Log Sheets.
- Tracks and records off - grade weights by shift.
- Transfers finished product from palletizing to the Warehouse.
- Scans finished product into inventory management system.
- Monitor correct product weights and ensure that they are maintained throughout the shift.
- Maintain a clean and orderly work area by ensuring that floors are clean and organized appropriately.
- Tend to packaging machines by using appropriate controls to package different item.
- Load and unload items into packaging machines and remove rejected packages to be isolated.
- Demonstrates an understanding of tolerances of products and know how to make adjustments, as necessary, to maintain product conformance.
- Demonstrates working knowledge to pre-start-up operation, trouble shoot problems, and make necessary adjustments.
- Understanding and demonstrate compliance to applicable safety procedures (PPE's, LOTO ect.) associated with task performed in position.
- Understands and demonstrates compliance to performing and documenting, GMP and Sanitation policies.
- Adheres to all plant, OSHA, and Safety Regulation.
- Demonstrates sound work ethics.
- Supports and encourages greater employee teamwork.
- 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.
- Rarely (1%-10%) balances, stoops, kneels or 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% to 75%) 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.

### **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
- Fork lift experience preferred
- Packaging experience preferred, milk processing plant a plus

### **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**

- Powder Storage Bins, Powder transfer lines and hoppers, Bulk Bagging Equipment, Bagging Equipment, metal detection equipment, ink jets, robotic palletizer, stretch wrappers, fork-lifts, miscellaneous packaging equipment, calculator, hand tools, and lifts.
- Office machines (e.g., personal computer, copy machine, fax machine, calculator, and phone)
- Inventory Management Systems

### **Salary**

- After training period, starting \$13.50/hr + \$1.00 Business Ownership Incentive

### **Benefits**

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