

JOB DESCRIPTION FOR MILLING OPERATOR

JOB TITLE: MILL OPERATOR

DEPARTMENT: MILLING

Status: Hourly

ACCOUNTABILITY: Reports to Department Lead

BACK-UP: Milling Lead

JOB SUMMARY: Oversee and operates milling equipment and packs finished goods spices. Operates all mills and is capable of changeovers and determining set-ups. Serves as back-up Lead, forklift driver and trainer.

DUTIES AND RESPONSIBILITIES: Specific duties include:

- . report to work on time
- . demonstrate the ability to work with others and follow directions
- . understanding of safety procedures, OSHA and GMP's
- . be able to lift 100 lbs.
- . keep work area clean including all tools needed for the jobs
- . be able to assist in performing changeovers
- . be able to safely operate hoist and pallet jacks
- . show initiative and willingness to learn
- . demonstrate basic comprehension and math skills
- . load hoppers with raw materials
- . run mill to set specifications, screen sizing
- . pull samples
- . pack product into boxes or totes
- . verify tickets including quantity and basic product quality
- . verify label content and accuracy
- . ability to work independently on all mills including mixer and changeovers
- . be able to train and mentor incoming operators (temps and new hires)
- . be able to properly fill in for absent co-workers (different machines)
- . check and verify ingredients in blends for accuracy in appearance and weight
- . be able to accurately fill out production report
- . display understanding of milling procedures and standards for different products
- . demonstrate proper judgment in milling/mixing checking for granulation, color, foreign material, packing, etc.
- . knowledge of codes for all spices
- . complete assigned tasks in a safe, efficient and timely fashion
- . set up sifter/mill
- . back-up lead
- . load and operate BT Chamber
- . enter information into system
- . fork lift driver
- . participates in improvement projects

SKILLS AND EDUCATION REQUIREMENTS: A High School diploma with a minimum of 5 years of experience in a related field. Must be able to lift 100 lbs.

WORKING ENVIRONMENT: Noise level – minimal to high PPE required

THIS DESCRIPTION IS A GENERAL STATEMENT OF REQUIRED MAJOR DUTIES AND RESPONSIBILITIES PERFORMED ON A REQUIRED AND CONTINUOUS BASIS. IT DOES NOT EXCLUDE OTHER DUTIES AS ASSIGNED.

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