



Job Description

JOB TITLE: **Batch Maker I**

Employment : At-Will
FLSA : Non-Exempt
Department : Production
Reports to : Production Supervisor
Prepared by : Cecilia Millan **Approved by:** Mike Raposo

JOB SUMMARY:

The Batch Maker I will work independently and with other plant personnel to ensure proper operation of the production line. Running mixes with a productive format to prevent delays in production of finished products. Preventing errors in mixes and outdated ingredients. All tasks will be performed while supporting the policies, goals and objectives of the company.

MAJOR FUNCTIONS AND RESPONSIBILITIES will include the following (but are not limited to):

- Responsible for maintaining records, wash tags, and CIP charts on all equipment being used in daily production
- Ensure that damaged or inferior products are not being used in the production of the mixes
- Ensure that recipes are being followed with correct amounts and ingredients
- Using quality ingredients, listing of lot codes and expiration dates
- Never leave uncovered buckets or unmarked buckets anywhere in the production area
- Wash utensils every few minutes to keep clean during the production shift. Do not leave gallon bottles, buckets, brushes on cat walks or counters. All brushes must be on wall mounts when not in use
- Keep a clean working environment
- Notify the Machine Operator when product is ready to run
- Wash and CIP all tanks between transfers from a mix tank to a running tank. CIP all equipment when there is product change. Note on wash tags and post to your log sheets
- Collect labeled samples of materials or product for laboratory testing
- Turn in all wash tags, charts and paperwork to supervisor at end of shift
- May be required to unload tankers of cream and/or other bulk milk products

**Mathematical Skills:**

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, percentages and fractions. Demonstrate a high level of accuracy, thoroughness and efficiency.

WORK SCHEDULE:

- This position requires that employees be available to work Monday through Friday as well as weekends. May work overtime as needed with or without prior notice
- Hours may vary per day or as necessary to fulfill job responsibilities
- Regular and Reliable Attendance is required

FOOD SAFETY POLICY:

- Each employee is responsible for ensuring strict adherence to the companies Food Safety Management System (s) Policy (ies) and all procedures, Codes of Practice, etc. outlined by management
- All employees undertake thorough training to ensure understanding and competence in all facets of the companies Food Safety Management System (Good manufacturing Practices, etc.)
- Each employee will receive Food Safety/Safety training on an ongoing basis
- All employees must follow safe working practices to prevent the contamination of our product and injury to oneself or others

EDUCATION/TRAINING/EXPERIENCE

- Minimum High School diploma or equivalent or college equivalent
- Bilingual in English and Spanish is preferred but not required
- Minimum 1 year of food production/production experience

REQUIREMENTS:

Success in this position requires a self-motivated, enthusiastic team player, who excels in a fast-paced environment.

- Related experience of 1 to 3 years preferred.
- Excellent and effective communication skills (both verbal and written).
- Math Skills – ability to add, subtract, multiply, and divide in all units of measure
- Moderate computer skills - Office Suite
- Excellent time-management skills with the ability to multi-task
- Highly organized and detail-oriented.
- Quick learner, a logical thinker and team oriented. Must be able to plan ahead 24-36 hours
- Bilingual (English/Spanish) is a plus, and to translate between these two languages



QUALIFICATION REQUIREMENTS: 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.

- Ability to establish and maintain effective relationships with employees and supervisors
- Ability to communicate effectively
- Ability to work independently and/or in group
- Forklift/Pallet jack experience

Amount of Each Day Spent: Standing 50 % Walking 50% Sitting 0% Total 100%

Employee Works: Inside 80% Outside 20%

Working Environment: Production environment

Physical Activity Required Performing Job:

Please Rate: **F**=Frequently **O**=Occasionally **S**=Seldom

While performing job, employee is required to	How Often
Twist	F
Stoop/Bend	F
Squat	S
Kneel	S
Crawl	S
Climb Ladders	S
Climb Stairs	F
Walk on uneven ground	F

Physical Activity Required	Total Hours Performed Daily					
	Never	Less than	1-2	3-4	5-6	7-8
Lifting under 10 pounds			X			
Lifting 10-25 pounds				X		
Lifting over 25-50 pounds					X	
Lifting over 50 pounds						
Carrying under 10 pounds			X			
Carrying 10-25 pounds			X			
Carrying 25-50 pounds				X		
Carrying over 50 pounds						
Pushing/Pulling under 10 pounds			X			



Pushing/Pulling 10-25 pounds				X		
Pushing/Pulling 25-50 pounds				X		
Pushing/Pulling over 50 pounds						
Reaching above shoulder height			X			
Reaching below shoulder height			X			
Reaching at shoulder height			X			
Talking			X			
Hearing						X
Vision						X