

Job Title: Machine Operator
Department: Production

Position Summary: The Packaging Machine Operator sets up, adjusts and operates automated packaging equipment including but not limited to Vertical Form Fill and Top Sealers. This individual is responsible for monitoring the production line and ensuring equipment is consistently running successfully.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs pre-shift equipment checks to ensure proper functioning.
- Sets up and adjust machines to run a variety of tube sizes and types according to production schedule.
- Stops, locks out/tags out or reset machines when malfunctions occur, clear machine jams, and reports malfunctions to supervisor or manager. Notifies Packaging Technicians in a timely fashion if/when unable to rectify problem independently and follows the communication protocol.
- Performs quality checks ensuring finished units are marked with the correct date code, box code, UPC number/product code, target weight, ingredient mix, and label; stops line and notifies Quality Assurance and Production Management in the event of a non-conformance.
- Communicates with other production staff members to ensure efficient production, appropriate output levels and to minimize set-up times.
- Monitors production line for malfunctions and adjusts machinery in accordance with policy and safety procedures to correct problems.
- Provides directions to line staff on task execution based on production flow.
- Performs preventative maintenance checks throughout shift and advises Production Supervisor or Manager of equipment malfunctions.
- Available to work a flexible schedule including evenings, weekends, and overtime as business needs.
- Trains lower-level operators on equipment and process.
- Participates in all required training sessions.
- Willingness and ability to lead and offer directions/guidance. Reliable, responsible, dependable and fulfilling of obligations.
- Proactively assist team members, managers and employees as needed.
- Manage special projects and perform other duties as assigned.
- Change Management – Adaptable to a fast paced, shifting work environment; willing to remain flexible to accommodate changing business conditions, work requirements and scheduling needs.
- Detail Oriented – Attention to detail, ability to focus on the project or task at hand and consistently deliver error free results.
- Ability to perform physical activities as outlined in following Physical Demands section of this position description.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications: 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.

Education/Experience:

High school diploma or general education degree (GED). Minimum of 2 years of related experience in VFFS packaging environment as packaging machine operator. Strong knowledge of food packaging equipment including scales, baggers, bag sealers, case coders and the manufacturing process. Trained in electrical safety, Lock-out/Tag Out safety, proper lifting, proper usage of a ladder, Hazmat and Hazcom.

Language Ability:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of customers or employees.

Mathematical Ability:

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Compute rate, ratio and percent, and draw and interpret bar graphs.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and depth perception.