



## JOB DESCRIPTION

Job Title: **Bagger Operator**  
Reports to: **Lead Operator**

Rev Date: 06/2018  
Area: Main Plant  
Prepared by: K Basehore

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**A. General Activity:** Summarize briefly the position's primary duties and responsibilities.

The Bagger Operator takes direction from the Lead Operator, or designee on shift to shift basis, with general oversight of the Production Manager. Generally, the Bagger Operator for the Main Plant transports salt from the production area to the warehouse and runs the 50-pound bagger. The salt is dispensed into either supersacks via a hopper system, or palletized bags, via the warehouse palletizer.

**B. Essential Functions:** List the essential functions of the position in order of importance and the percentage of time you spend on each function.

*Safety*

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner, including powering up and down the bagger

*Production*

- Maintain current training and functionality on all Salt Operator duties
- Provide the relevant paperwork to the Salt Operators
- Manage SCRs, ensure that the Salt Operators understand the run order for the day
- Sign an order off as completed in ERP or computer
- Sample the supersacks and bags as directed
- Monitor production rates
- Start, stop and estop the bagger
- Start, stop and estop the bagger scales
- Log in to the bagger
- Log in to the scales
- Change the film roll
- Program the date/lot codes on the bagger
- Check the bags to ensure good quality bags are shipped
- Check the supersacks to ensure good quality supersacks are shipped
- Clean the bagger from the hopper to the floor
- Adjust the tuckers as needed
- Change jaw and platen tape
- Change the grippers
- Change the knife
- Adjust the small conveyor speed
- Move a roll of film horizontally, both manually, and within the software
- Adjust jaw timing and heat to achieve good seals
- Rethread the film from scratch
- Adjust the printer location
- Clean the printer head
- Change the printer ribbon
- Clean the registry eye
- Adjust the salt weight setpoint on the bagger
- Be able to direct the Salt Operators' daily activities, as needed
- Other tasks, as defined by the Lead Operator, or designee

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**C. Special Knowledge, Skills and Training:** List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Basic mechanical aptitude/trouble shooting skills
- Ability to lift 55 pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

**D. Education (minimum requirements/equivalent):**

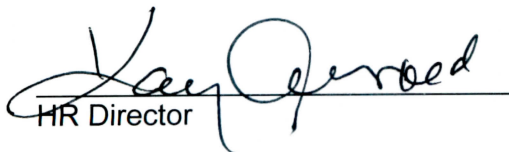
- High school diploma or GED

**E. Organization:** Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Bagger Operator

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**Human Resources use only:**

  
HR Director

Date: 7/12/18