



JOB DESCRIPTION

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

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

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

The A Operator takes direction from the Lead Operator, or designee on shift to shift basis, with general oversight of the Production Manager. Generally, the A Operator manages the 'dry salt' side of the plant.

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

Production

- Maintain current training and functionality on all Bagger Operator and Warehouse Operator duties
- Manipulate the dry salt flow in order to achieve customer requirements (ie, screened, overs, middles, etc)
- Assist the Warehouse Coordinator with maintaining warehouse stock levels
- Communicate with Customer Service to resolve shipping issues
- Monitor outgoing supersack/bag quality for holes, incorrect placards, etc
- Perform QA testing on salt loads as needed
- Assist the Warehouse Operator, Bagger Operator and Salt Operators as needed
- Communicate plant run rates and status to the Lead Operator upon request
- Other tasks, as defined by the Lead Operator, or designee

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

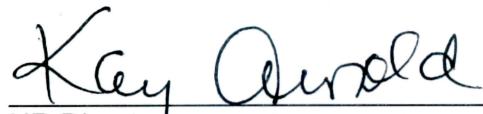
E. Organization: Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

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

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Human Resources use only:


HR Director

Date: 7/12/18