



JOB DESCRIPTION

Job Title: **Salt 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 Salt Operator takes direction from the Lead Operator, or designee on shift to shift basis, with general oversight of the Production Manager. Generally, the Salt Operator for the Main Plant transports salt from the production area to the warehouse. 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 forklift handling

Production

- Transport supersacks from the plant to the warehouse
- Transport pallets of bags from the palletizer to the warehouse
- Follow packaging instructions for both supersacks and bags as defined in the SCR, or by management
- Tie supersacks, as needed by production demands
- Operate pallet wrapping machinery
- Print pallet labels from the ERP system accurately, and on pace with production
- Complete batch record paperwork as needed by the Lead Operator, including, but not limited to, tracking of pallets produced by load/customer
- Operate the super-sacker scales to fill supersacks to setpoint
- Change the setpoint to alter the final fill weight
- Keep work area clean, and free of salt and debris
- Operate both the automatic and manual wrappers
- Locate specific pallets/loads in the warehouse
- Perform basic trouble shooting for the label printer (i.e.: change labels, ribbon, etc.)
- Maintain an accurate and complete forklift safety log
- Follow all safety procedures
- Monitor alarm panel, and notify appropriate personnel, if alarm occurs
- Communicate with appropriate personnel as to which order is running, which has been run, and which will run next
- Maintain a stock of slip sheets and pallets, as needed
- Maintain a cGMP work environment
- Use cGDP when applicable
- Keep the palletizer stocked with slip sheets and pallets
- Be able to calculate the shift rate
- 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
- Ability to lift 55 pound bags of salt
- Ability to climb ladders, and work at on an elevated platform

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- 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

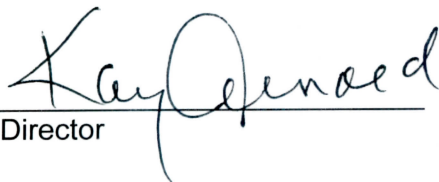
D. Education (minimum requirements/equivalent):

- 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:	Salt Operator

Human Resources use only:



HR Director

Date: 7/12/18