



**Job Title:** Assistant Operator

**Department:** Extrusion

**Reports To:** Shift Supervisor

**FLSA Status:** Non Exempt

**Back Up:** Operator

### **SUMMARY**

To package product, monitor quality, rates, work zone safety, and assist operators with changeovers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for checking quality on each line at shift change and every hour thereafter and documents findings.
- Perform evaluations requirements.
- Read and comprehend extrusion order as it pertains to their job duties
- Responsible for assuring a 2-hour supply of materials is maintained for orders running (i.e. boxes, cores, stackers, additives) and upcoming orders
- Responsible for maintaining zone housekeeping throughout entire shift.
- Responsible for promoting safety consciousness on zone.
- Responsible for assisting Maintenance Department when necessary.
- Responsible for learning all aspects and functions of Operators Position.
- Responsible for assisting Operators on other zones when necessary.
- Responsible for checking all paperwork (tally sheets, inventory locator, extrusion work orders) to verify that paperwork is filled out completely and correctly.
- Responsible for communicating with incoming Assistant Operators about problems, additives, special orders, etc.
- Maintain acceptable attendance record and report to work on time when scheduled.
- Responsible for complying with all policies and procedures as communicated in Employee handbook and Safety Manual.
- Adhere to Product Safety Program (AIB)
- Other duties may be assigned

### **SUPERVISORY RESPONSIBILITIES**

None

### **JOB QUALIFICATIONS**

- Must be safety conscious and have good safety record
- Must have a good quality record and a history of staying current on quality checks (his/her own and his/her PI's)
- Must exhibit a positive personality and attitude
- Must have good attendance
- Must have patience
- Must have a good housekeeping record
- Must be able to keep line supplies stocked (boxes, cores, stackers, additives, etc.)
- Fills out paperwork completely and correctly (directly and through PI's)
- Must have history of good decision making

### **EDUCATION and/or EXPERIENCE**

3 months on the job training

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The



requirements listed 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.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete reports and forms associated with the position: Ability to communicate effectively orally, and in writing.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusion. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and use hands to finger, handle, or feel. The employee is frequently required to walk, sit, reach with hands and arms; balance; stoop, kneel and or crouch. Employee must occasionally lift 80 pounds unassisted. Specific vision abilities required by this job include close vision, distance and color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually

It is the responsibility of all employees, regardless of department or position to report to management, situations that may compromise product quality, food safety and regulatory compliance.