

SUMMARY:

This position assists in all areas of production where and when needed. Responsible for performing tasks correctly and efficiently as part of the production team to keep operations running smoothly in accordance with the plant policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

PRIMARY PRODUCTION WORKER DUTIES

1. The production supervisor will assign tasks based on the days' production. They could include, but are not limited to the following:
 - a. Assist Grinder person with grinding product.
 - b. Assist Filling person with operating the filling and packaging line.
 - c. Assist pre-weigh person with weighing and out ingredients accurately.
 - d. Assist mixing person with mixing batches per formulations provided.
 - e. Weighing and verifying finished products and applying labels.
 - f. Packing orders.
 - g. Loading or unloading trucks.
 - h. Cleaning the production rooms, warehouse or grounds.
 - i. Storing finished bulk-packaged material according the QA manual.
 - j. Accurately documenting information as specified in QA Manual.
 - k. Assist anywhere in production, as needed and assigned, by Plant Supervisor or Plant Manager.

CLEANLINESS AND ORGANIZATION OF THE PLANT

1. Clean floor, drains, hand sink, and hose station(s) in Production Rooms.
2. Wash all utensils, conveyance devices, dollies, etc.
3. Complete the daily cleaning tasks as listed on the Daily Cleaning Schedule.

BE A TEAM PLAYER

1. Help other team members, as needed..
2. Take trash to the dumpster.
3. Wash plant rags and shirts, as needed.
4. Be prepared to do alternate jobs, when needed.