



JOB DESCRIPTION

Position: Enrobing Operator
Department:
Reports to: Production Supervisor
Classification: Non-exempt
Date: May 24, 2019

POSITION SUMMARY

The Enrobing Line Operator is responsible for ensuring food safety and quality, performing minor preventative maintenance on the equipment, and will participate in timely changeovers. The role will operate the enrobing machines, maintain all aspects of the enrobing process, and follow all production formulas according to customer requirements. The enrobing process includes daily prep work, melting coatings, verifying operating tempering, and maintaining the proper temperature of coatings. The operator will also need to adhere to changeovers (SSOP), HACCP forms, and report on the consumption of materials. The operator will communicate and document efficiency standards while reporting inefficiencies to supervisor.

PRIMARY RESPONSIBILITIES

- Maintain a working knowledge of the enrobing operational procedures
- Adjust functional devices and control instruments on enrobers and tempering units for proper operation
- Determine, by regular inspections, the repair and maintenance necessary to prevent breakdowns
- Fill chocolate melters, as needed
- Maintain daily line specification sheets
- Make necessary repairs on equipment where maintenance is not needed
- Assist maintenance and sanitation associates with making equipment or product changeovers
- Ensure lines are in good working order on an ongoing basis and report discrepancies to supervisor and/or department lead
- Understand and complete daily production schedules



JOB DESCRIPTION

- Awareness of production amounts throughout runs to meet or exceed scheduled amounts
- Ensure all duties are carried out in a safe and conscientious manner
- Assist supervisor and/or department lead to ensure that associates in department are properly trained and working productively
- Ensure raw materials needed for runs are adequately stocked at all times and rotated properly
- Ensure that work area is clean and orderly at all times
- Ensure product quality conditions and requirements are consistently met and documented according to customer requirements
- Ensure that Good Manufacturing Practices (GMP) is being followed, which includes housekeeping and cleanliness practices
- Maintain a positive attitude (Can Do and What Can I do to Help) to the position
- Fill out material worksheets and coating material worksheets for all material used to complete the finished product
- Turn work order packets into supervisor upon completion of the scheduled quantity
- Assist rotational laborers assigned to line as needed.
- Perform other duties as assign by lead/supervisor

PHYSICAL REQUIREMENTS

- Will be standing on concrete, bending, stooping, twisting, and turning for an extended period of time
- Must be able to lift up to 50 pounds

KNOWLEDGE AND SKILL REQUIREMENTS

- High school diploma, GED and/or equivalent education
- Demonstrate cooperative behavior with co-workers, supervisors, and managers
- Basic math, communication, computer, and problem-solving skills
- Ability to convert measurements into weight
- Knowledge of linear measurement, percentages, and ratios, temperatures





JOB DESCRIPTION

- Ability to communicate with coworkers and supervisor
- Ability to work in a fast-paced environment
- Ability to work with computer systems
- Must have mechanical skills to troubleshoot and/or make adjustments as necessary to ensure a quality product
- Work well under pressure, able to meet multiple deadlines
- Good attendance is a condition of employment

EOE