

Rhodes International, Inc. Job Description

Job Title: Ilapak Operator
Department: Production
Reports To: Team Lead
FLSA Status: Non-Exempt
Revised By: Katie Dockstader and Theresa Dew
Prepared Date: 12/28/2009; **Revised:** 3/5/2018
Approved By: Theresa Dew
Approved Date: **October 16, 2018**

Summary

The Ilapak Operator tends the Ilapak packaging machines and related functions to assure proper processing and packaging of product according to Company specifications.

Key Performance Indicators

An employee in this position will know that they are performing their job well when they accomplish these objectives.

- Establish proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.

Essential Duties and Responsibilities

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

Operator Duties

- Monitors the performance of one or more Ilapak machines; must be able to coordinate multiple operations at the same time.
- Ensures a productive start up by carefully reviewing and executing all startup procedures correctly- entering all pre ops in Red Zone, wiping photo eyes, assuring all belts are positioned, etc.
- Is aware of daily production demands and stages film accordingly.

Ilapak Operator

- Monitors the performance of associated product scales and conveyors.
- Makes machine adjustments as necessary to operating speed, film alignment, etc.
- Properly threads film through Ilapak machines without assistance.
- Splices in new rolls of film for Ilapak machines without assistance.
- Places and removes Ilapak machine film roll spindles without assistance.
- Removes consumed film rolls from Ilapak machines and inserts new film rolls with or without assistance.
- Changes fill tubes on Ilapak machines with assistance in lifting tubes.
- Adjusts vertical sealing bars on Ilapak machines without assistance; Adjusts jaws and bars as necessary.
- Periodically checks padding on product catchers to eliminate punctured bags.
- Observes product levels in Ishida counters and makes system adjustments, including vibrator and machine speed adjustments, as appropriate.
- Monitors the performance of associated conveyor system including check weigher, and metal detector. Adjusts equipment as necessary to assure all processes meet specifications.
- Inspects filled bags and containers to ensure that product has proper code dating, proper weights, correct count, and is packaged according to specifications throughout the shift.
- Communicates with Divider Operator in the event of line stoppages, etc.
- Reports to the Team Lead to assure job rotations take place and ensure timely movement of product.
- At the end of the shift, stays in the work area until properly relieved.
- Communicates any important information to the Team Lead and relief. Writes any necessary notes in the Red Zone log.
- Is consistently at work and on time.

Ilapak Operator

Reports

- Tallies number of units of product packaged or records information such as size, weight, and type of product packaged.
- Records all changes made to the Ilapak, Ishida, or check weigher settings during each shift.

Quality and Sanitation

- Follows Good Manufacturing Practice (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement program.
- Immediately reports any problems with equipment or dough such as missing ingredients, foreign objects, and temperature problems, etc. to the Team Lead.
- Watches for contamination in the product along any point of production; If contamination is discovered, stops production and notifies the Team Lead immediately.
- Keeps work area clean and organized at all times. Cleans machines and equipment at the end of the shift. Sweeps floors and washes with soapy water as necessary.
- Participates in weekly plant wide cleaning to help assure a clean and sanitary food processing facility. Uses appropriate cleaning equipment according to correct specifications and use requirements.

Safety

- Works in a safe and productive manner.
- Understands lock-out, tag-out procedures and applies them appropriately during machinery set-up and cleaning.
- Remains aware to potential accident and health hazards; Notifies the Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Wears all required PPE including safety shoes, bump caps or hard hats, and hearing protection. During cleanup wears additional PPE including

Ilapak Operator

safety glasses, and/or face shields, rubber gloves, rain suit, and rubber safety boots.

Other Duties

In addition to the above essential duties other duties may be assigned.

- Assists packaging workers with packaging products.
- Assists with duties assigned by the Team Lead, Group Lead, or Plant Manager if qualified to do so.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

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

Education and/or Experience: High school diploma or general education degree (GED) preferred; at least one (1) year of production experience preferred; 6 months of Ilapak experience preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Team Leads and co-workers based on the assumption that such individuals can only speak and understand English. Ability to read and comprehend written and oral instructions such as safety materials, operating and maintenance instructions and procedure manuals, short correspondence, and memos. Ability to write simple correspondence. Ability to prepare reports and complete forms.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent.

Mechanical Skills: Must exhibit mechanical aptitude to understand normal operation of conveyors and related packaging equipment.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with

Ilapak Operator

problems involving several abstract and concrete variables in standardized situations.

Computer Skills: Able to use basic computer equipment and software applications. Must be able to operate machines using a touch screen. Must have the ability to record and retrieve data and production information on computer tablets throughout the plant. Should know or have the desire to learn PLC functions and be able to operate machines using touch screens.

Other Skills and Abilities: Has been trained and is proficient or is willing to train and become proficient in Six Sigma, Arbinger, and Lean programs.

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 regularly required to stand, and smell. The employee is frequently required to walk; use hands to finger, handle, and feel; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be comfortable working in a fast paced environment.

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles, specifically wheat flour dust. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme cold and extreme heat. The noise level in the work environment is usually very loud.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual Competencies

- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competency

- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains confidentiality; Maintains an outward mindset.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.
- Written Communication – Presents numerical data effectively; Able to read and interpret written information.

Organizational Competency

- Business Insight - Displays orientation to profitability; Understands business implications of decisions.

Ilapak Operator

- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics – Treats others with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Self-Management Competency

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Ilapak Operator

- Planning/Organizing - Uses time efficiently.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Must be detailed oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity – Meets productivity standards; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Reports any tampering of product; Uses equipment and materials properly.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

I certify that I have read and understand the responsibilities assigned to this position.

Team Lead's Signature: _____

Printed Name: _____ Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.