

Rhodes International, Inc.

Job Description

Job Title: Mixer Operator
Department: Production
Reports To: Team Lead
FLSA Status: Non-Exempt
Revised By: Katie Dockstader and Theresa Dew
Prepared Date: 04/12/2010; **Revised:** 1/26/2021
Approved By: Theresa Dew
Approved Date: **September 3, 2021**

Summary

The Mixer Operator, as the first point of production, plays a key role in maintaining the quality of the product; Ensures consistency on all products by accurately scaling and mixing dough, smears, icing, poolish, and any other related items in mechanical mixers to the specified temperature following formula or recipe to product specifications. Maintains schedule by getting dough mixed efficiently and to dividers on time in order to maintain production flow.

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.
- Solid understanding of what each ingredient will bring to the overall property of the product and how certain ingredients will affect the overall product.
- 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.

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Mixing Duties

- Reads and understands formula sheets and recipes.
- Accurately scales ingredients following the formula/recipe sheet. Does not allow himself/herself to be distracted during the scaling process.
- Mixes sifted and other ingredients in accordance with proper procedures. Mixes dough to specified temperatures and checks dough for proper consistency and development.
- Line 1 and Line 2 Mixers take dough ball samples from each batch for the quality technicians to analyze.
- Line 1 and Line 2 Mixers mix blends and/or liquid sucrose as needed to maintain the production schedule.
- Keeps all ingredient bins filled. Does not leave empty bins for the next shift.
- Works closely with Divider Operators to assure that each divider is kept full and enables all downstream process to maintain a steady flow 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 on time and at work onsite at the Rhodes production facility (unless other arrangements, such as an approved offsite job training, etc. are made); is attentive to work duties while at work.
- Required to work overtime when requested to do so. Overtime may be required when needed to finish a production run, to cover for other employees absent from work, meet customer expectations, etc. Advanced notice will be provided when possible. The Company cannot guarantee that any overtime will be available.

Record Keeping

- Records time and temperature of dough on the mixing control/schedule sheet and in Red Zone. Records lot number on lot tracking sheet and Red

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Zone.

- Starts and stops production runs/shifts in Red Zone.
- Completes and authenticates data sheets in Red Zone.

Quality and Sanitation

- Follows Good Manufacturing Practice (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement Program.
- Immediately reports any problems with the 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. Sweeps floor 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; Abides by all processes of the Job Safety Analysis (JSA); Stays aware of surroundings and watches out for co-workers.
- 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

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

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: Minimum of one (1) year previous experience in a mixing and/or baking environment required; High school diploma or general education degree (GED) preferred.

Additional Knowledge: Is willing to learn and gain a general knowledge of how adding certain ingredients to the mixture will affect the overall product. Is willing to learn and gain a thorough knowledge of what each ingredient will bring to the overall property of the product.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Team Lead 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 rules, operating and maintenance instructions and procedure manuals, correspondence, and memos. 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.

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

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Other Skills and Abilities: Willing to participate in and support the Company's culture building initiatives and process improvement programs such as 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 walk and/or stand; use hands to grasp, finger, handle, and feel; talk and hear; and smell. The Employee is frequently required to push and/or pull; reach with hands and arms; bend or stoop; and twist at the waist. The Employee is occasionally required to taste; climb; balance; squat, or crouch.

The Employee must frequently lift and/or move up to 55 pounds and occasionally lift and/or move up to 100 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 including 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:

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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 – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for others' ideas and demonstrates consideration of others as important team members; 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; Makes positive comments about team members.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team problems, not complaints; 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.

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- 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; 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; Changes approach or method to best fit the situation; 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 correctly and 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.

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- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- 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.
- 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; Strives to improve personal performance.
- 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.