

Rhodes International, Inc.
Job Description

Job Title: Operator – Packaging Line
Department: Production – Line 2
Reports To: Team Lead
FLSA Status: Non-Exempt
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Approved By: Erik Lehnardt
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Summary

The Operator- Packaging Line tends the tray wrapping equipment when panned sweet goods are produced and the Ilapak packaging equipment when bagged sweet goods are produced; assures proper processing and packaging of product according to Company specifications.

As qualified, the Operator may work any given production job assigned by a Team Lead in either the frozen dough or the Warm-N-Serv area.

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.

Side Sealer Duties

- Monitors the performance of the tray wrapping equipment, the associated heating tunnel, manual product scale, X-ray detector, and conveyors.

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- 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.
- Makes machine adjustments as necessary to operating speed, film, alignment, etc.
- Properly threads film through the tray wrapper without assistance, ensuring the film makes a secure seal. Splices in new rolls of film for Servo Side Sealer machines without assistance.
- Makes system adjustments such as bag width, machine knife, and heating adjustments for proper sealing of the product entering the heat tunnel.
- Monitors the performance of associated conveyor system including Ryson, Heat Tunnel, X-ray, Smart Belt, and Shuttleworth. Adjusts equipment as necessary to assure all processes meet specifications.
- Inspects filled pans to ensure the product has proper weights, correct count (including frosting), and is packaged according to specifications throughout the shift.
- Reports to the Team Lead and others as required to assure job rotations take place and ensures timely movement of product.

Ilapak Duties

- Monitors the performance of one or more Ilapak bagging 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.
- 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.

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- 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.
- Recognizes when printer is not working on bags and will change the ribbon on the Mark-em.
- Observes product levels in Ishida counters and makes system adjustments, including vibration and machine speed adjustments to Ishidas and Fastpacck, 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.

Record Management

- 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 side sealer wrapping equipment, Ilapak, Ishida, or check weigher settings during each shift.

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Utility Inspecting and Defect Picking

- Inspects shaped units of dough as they are ejected onto take away belts/conveyor and discards misshapen units and scraps.
- Inspects frozen and baked products removing bread or rolls that do not meet quality specifications.
- Rearranges product on belt as necessary to assure optimal freezing.

Utility Packaging

- Places frozen product into appropriate packaging according to specifications (bread bagging and sweet goods into pans) in the appropriate way.
- Places frosting packets into lshidas or into pans when processing sweet goods.
- Ensures packages (bags) are single file on conveyors transporting to the boxing area.
- Ensures film packages are properly sealed, the best buy date is correct, and tear notch is present. Reports open seams, holes, missing tear notch, and/or incorrect dates on packages to a packaging machine operator or Team Lead immediately.
- Places packaged product into proper corrugated cases; Watches for proper product packing characteristics including print clarity, color, package shape, and date code stamps. Checks package integrity.

Quality and Sanitation

- Ensures product quality and food safety by following GMP guidelines, reporting equipment or dough issues, and monitoring for contamination. Maintains a clean and organized work area, participates in regular deep cleaning, and uses proper cleaning tools and methods. Supports continuous improvement efforts to uphold sanitation standards.

General Duties

- Shares knowledge by supporting the training of new or less experienced team members (e.g. demonstrating tasks, explaining procedures, promoting safe practices, and modeling consistent, high-quality work).

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- At the end of the shift, makes sure entire area is properly cleaned, and 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 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.
- Willing to participate in and support the Company's culture building initiatives and process improvement programs.

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 accommodation 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 packaging equipment operating experience preferred.

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Language Skills: Ability to speak and understand English well enough to engage in clear and effective workplace communication. Ability to read and understand written and verbal instructions, including safety rules, operating procedures, maintenance instructions, memos, and other documents. Ability to write simple correspondence, complete forms and prepare basic reports as needed.

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 use sound judgment to follow instructions given in written, verbal, or diagram form. Able to identify and solve problems involving a mix of clear and less defined factors in routine work situations.

Computer Skills: Able to use basic computer equipment and software. Must be comfortable operating machines with a touch screen and using tablets to enter and access production data throughout the plant.

Safety

It is the responsibility of each Employee to perform their job in a safe manner, to not expose themselves unnecessarily to hazardous situations, to become familiar with Company safety guidelines and to comply with PPE requirements listed in SSOPs, SOPs, and JSAs and help fellow employees do the same.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

This role involves regular physical activity and requires the Employee to:

- **Regularly** walk or stand for extended periods, bend or stoop, twist at the waist, communicate verbally, and hear and see clearly.
- **Frequently** push, pull, use hands for grasping and handling materials, and reach

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with arms.

- **Occasionally** climb ladders and steps, balance, kneel, squat or crouch, and crawl.

This job also includes:

- **Lifting Requirements:** Frequently lift or move items up to **50 pounds** and occasionally assist with lifting or moving up to **100 pounds**.

Additionally, the Employee must be comfortable working in a fast-paced, **physically demanding 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 accommodation 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 or precarious places; toxic or caustic chemicals; extreme heat and extreme cold; and high-pressure hot water. The noise level in the work environment is usually very loud.

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 in this role. They are not intended to be an exhaustive list of all duties, responsibilities, and requirements associated with the position.