

Rhodes International, Inc. Job Description

Job Title: Frosting Packet Machine Operator
Department: Production
Reports To: Team Lead
FLSA Status: Non-Exempt
Prepared By: Katie Dockstader and Theresa Dew
Prepared Date: 08/04/2016; **Revised:** 1/25/2024
Approved By: Erik Lehnardt
Approved Date: **February 5, 2024**

Summary

The Frosting Packet Machine Operator tends the frosting packet equipment; assures proper processing and packaging of frosting according to Company specifications; Mixes frosting and icing, as necessary, according to Rhodes' formula/recipe sheets and procedures.

As qualified, the Frosting Packet Machine Operator may also 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.

- Establishes 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.

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Frosting Packet Machine Operator Duties

- Monitors the performance of the frosting packet equipment; Ensures frosting is packaged according to specifications throughout the shift.
- Makes machine adjustments as necessary to operating speed, dosing, seals, tear notches, etc.
- Removes consumed film rolls, inserts new film rolls, and properly threads film and tapes film changes on the machine without assistance.
- Adjusts cross seal bars and vertical seal bars with proper heat settings.
- Monitors the pump pressure from the frosting hopper.
- Monitors the frosting level in the hopper and communicates stop time and low levels with Team Lead and/or Mixer.
- Communicates with Utility Workers, Ilapak Operators, Robot Operators, and Rademaker Operator in the event of low weights, stoppages, etc.
- Inspects filled frosting packets to ensure the packets have proper weights, tear notches, and seals. Ensures packets do not have leaks.
- Verifies proper packet weights with each new batch.
- Monitors the performance of the products' scale and conveyors.
- Coordinates the transfer of packets to the processing line by feeding the frosting conveyor from either the frosting packet equipment directly or from frosting tote dumper. Ensures old inventory is used first.
- Maintains safe operation of the tote dumper by removing empty totes and replacing them with full totes as needed for production using the "Big Joe".
- Operates a hand jack or the Big Joe to move totes around production area and occasionally return to the cooler.
- Operates shrink wrap machine to wrap totes when lids are all being utilized.

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- Must be familiar with settings on machine for different products produced including blade position, perforation knife assembly, spacers for filler tubes, etc.
- Changes programming on machine for various products produced. Changes the blade position and contacts maintenance for assistance installing or removing the perforation knife assembly when necessary.
- Sets up and tears down frosting packet machine, frosting pump, and hopper.
- 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.

Mixing Duties

- Operator will mix frosting as time allows and as needed.
- Reads and understands formula sheets and recipes for three (3) different frostings.
- Accurately scales ingredients following the formula/recipe sheet. Does not become distracted during the scaling process.
- Mixes frosting ingredients in accordance with proper procedures. Mixes frosting to specified temperatures and checks for proper consistency and development.
- Keeps ingredient bins filled. Does not leave empty bins for the next shift.

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Record Management

- Understands the uses of Redzone data sheets. Understand how to properly stop/start/split a run and start/stop a shift.
- Triggers & maintains various production and quality logs in Redzone, such as frosting tote usage, frosting packet machine packaging checks, etc.
- Completes a product identification label for each tote of frosting produced; Records date produced, tote number, name of operator, and quantity of packets.
- Tags totes with allergen label as required for certain products.
- Records in Redzone as necessary and communicates to the next shift all changes made to the machine settings during the shift.

Quality and Sanitation

- Follows Good Manufacturing Practices (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement program.
- Immediately reports any problems with the equipment or frosting 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 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.
- Must be familiar with cleaning procedures for the frosting packet machine equipment, pump, and hopper.

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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 Safety Manager 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 and any other PPE as suggested on the JSA for the job/task at hand.

Other Duties

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

- May be assigned to work as a Utility Worker as the need arises; assists with duties assigned by the Team Lead 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.

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

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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.

Mechanical Skills: Must exhibit mechanical aptitude to understand normal operation of conveyors and related packaging equipment; Must be able to pass Rhodes' certification training on pallet jacks and the "Big Joe".

Reasoning Ability: Ability to trouble shoot and solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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.

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. The Employee is frequently required to push and/or pull; twist at the waist; bend or stoop; and reach with hands and arms. The Employee is occasionally required to grasp, finger, handle, or feel; squat or crouch; talk, hear, and smell.

The Employee must occasionally 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.

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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 occasionally exposed to extreme heat, extreme cold, high pressure hot water, wet and/or humid conditions, high or precarious places, and vibration. 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 – 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.

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- 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.
- 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.

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- 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.
- 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.

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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.