

JOB DESCRIPTION

Title/Position: Cookie Plant Operators

Department: Cookie Production

Supervisor: Cookie Plant Manager

Hours/Shift: Full Time / 2nd and 3rd shift

JOB SUMMARY:

The cookie plant operators are required to cross train across multiple positions on both cookie and the new wafer line. Applicants will be reviewed for all positions listed in this posting. Line 4 (Cookies) will have a 3rd shift. Some new hires will go to 2nd shift (3pm – 11pm) and others will go to 3rd shift (11pm – 7am) The operator positions are as follows:

Mixer Operator – Assures quality of incoming raw materials, scaling ingredients, and monitoring batching and mixing equipment assuring dough is satisfactory.

Rotary Mold / Sheeter Operator - This position is responsible for monitoring the molder that forms cookie inclusion products and operation of the sheeting lines for production of wafers and relief/assistance in the mix area in respect to formulating ingredients to produce wafer dough and raw material handling.

Oven Operator - This position is responsible for the operation of the oven for production of wafers/cookies. To ensure all wafers/cookies are baked and packed according to the correct size, shape, color and moisture within a certain specification.

Packaging Operator - This position is responsible for the operation of the packaging robot, box maker, wrapper and metal detector used in manufacturing wafers.

ESSENTIAL FUNCTIONS:

- Good attendance (as defined by attendance policy)
- Lift up to 50 lbs. on a frequent basis
- Push or pull with up to 50 lbs. of force on a frequent basis
- Any lifting of over 50 lbs. requires a team lift
- Stoop, kneel, climb or squat on a frequent basis
- Use hands to grip, pinch, handle, reach, or feel on a frequent basis
- Stand on a continuous basis and walk on a frequent basis
- Possess manual dexterity
- Able to perform repetitive tasks up to 12 hours per day

RESPONSIBILITIES:

Mixer Operator:

- Primary responsibility is to monitor mix system with the ability to assess and troubleshoot any problems that may occur with the mix system as well as weigh minor ingredients and add to batches.
- Dumping of bulk ingredients from totes and bags into bulk delivery system.
- Duties include regular clean-up of mix tanks, pipes, and room.
- Duties will include performing quality assurance testing of both incoming raw materials and finished product and recording of information.
- Filling out mix room production reports.

Rotary Mold / Sheeter Operator:

- Primary responsibility is to monitor the molder and troubleshoot any problems that may occur.
- Serve as break relief and back-up to mixer operator.
- Operating sheeting lines at high levels of quality and efficiency.
- Assist maintenance in maintaining mechanical operation of the sheeters with minimal scrap.
- Assists in conducting product quality checks and making adjustments to raw dough in respect to mixer to ensure wafers are in spec.
- Assist/relieve mixer during heavy workload and breaks. May include batch making, movement of raw materials, clean-up and minor maintenance of mixing systems.
- Records appropriate production reports.

Oven Operator:

- Operate ovens at high levels of quality and efficiency.
- Assist maintenance in maintaining mechanical operation of the ovens with minimal scrap.
- Assist in conducting product quality checks.
- Serve as backup operator for other operator positions.
- Set oven to each different size and formula and make sure they are in spec according to customer demands.
- Set all belts so that wafers/cookies stack and cool correctly.
- Watch for bad product and make sure it does not get packed.
- Records appropriate production reports.

Packaging Operators:

- Keep equipment running efficiently with minimal scrap and grinds.
- Assist maintenance with preventative maintenance and minor repairs.
- Keep rolls of film on the wrapper, doing changeovers for different wafer sizes and conducting metal checks.
- Make adjustments for different wafer sizes
- Ensure product quality requirements are met
- Records appropriate production reports.

All Operators:

- Operate within standard operating procedures and job safety.
- Ensure a clean and safe work area. Responsible for safety policies and programs adherence.
- Other duties as assigned.
- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences

ASSIGNMENT, REVIEW & APPROVAL OF WORK:

- Under the direction of the Cookie Plant Manager, activities are assigned and conducted according to company policies and procedures.

QUALIFICATIONS:

Basic reading, writing, mathematical and computer skills required. Ability to read, analyze and follow directions. Must be able to speak, listen and openly communicate with team members and actively participate in team meetings. Ability to apply formulas and mathematical concepts and to use them in product development. Ability to define problems, collect data, establish facts and draw a valid conclusion. High school diploma or equivalent is required.

If interested in this position, return app/resume to: Attn: John Davidson, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148.