

POSITION DATA					
JOB TITLE:	Machine Operator Level One	REPORTS TO:	Production Group Leader	LOCATION:	Brockport
DEPARTMENT:	Production	SUPERVISES:	N/A	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>This position entails the set up and operation of a Poly-Form/Fill Bagger and radial scale system. Performs machine change-overs for product run changes as determined by the production schedule. Responsible for minor repairs and adjustments. Assists shift mechanics in making major repairs to the machinery as needed.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Responsible for case counts on all line runs, and verifies their accuracy with the finished product dock checker. ▪ Verifies metal detector accuracy as necessary. ▪ Works in accordance with all facility safety policies and procedures and always works in a safe manner. ▪ Good housekeeping must be maintained. ▪ Maintains the machine and work area in a manner consistent with facility Good Manufacturing processes and Food Safety. ▪ Responsible for the integrity, accuracy and readability of package and case printing/day codes. Produces a consistent, quality product. ▪ Responsible for ensuring the accuracy of package counts. ▪ Responsible for ensuring package weights are produced and maintained within customer specifications. ▪ Perform bagger and scale unit adjustments as necessary. ▪ Verifies package weights, and ensures they are within customer specifications. ▪ Reviews the daily production schedule and completes the daily documentation requirements for line performance. ▪ Ensures line production is in accordance with established HACCP and SQF standards. ▪ Demonstrates a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Troubleshooting, logic, mechanical aptitude, problem solving, and ability to use hand tools associated with maintaining and adjusting machinery. Maintains Exemplary attendance. 				
PHYSICAL DEMANDS	<p>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.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 40lbs. Occasionally up to 100lbs. (Joint Lift, or with aid of Lift Mule) ▪ Occasional pushing/pulling up to 100lbs. 				

Machine Operator Level One Position Description

	<ul style="list-style-type: none"> ▪ Frequent bending, squatting, twisting, reaching, dexterity, walking ▪ Occasional climbing, crawling, sitting, typing ▪ Constant standing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium-Heavy</p>
WORK ENVIRONMENT	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
EXPERIENCE	No Experience required, but proper mechanical aptitude and positive attitude must be present.
EDUCATION	High School Diploma or Equivalent

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.