

POSITION DATA					
JOB TITLE:	Machine Operator Level Two	SUPERVISES:	N/A	LOCATION:	Brockport
DEPARTMENT:	Production	REPORTS TO:	Production Group Leader	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Machine Operator who can set up and run two different repack lines (Hayssen, Triangle, CMB, etc.) Poly-Fill Baggers per Manufacturer's and/or Departmental Specifications. 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 verifying 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 insuring the accuracy of package counts. ▪ Responsible for insuring package weights are produced and maintained within customer/legal specifications. ▪ Perform bagger and scale unit adjustments as necessary. ▪ Completes package weight checks as dictated by Quality systems. ▪ Reads the daily production schedule and completes the daily documentation requirements for line performance. ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate 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"> ▪ Must possess computer literacy that is commensurate with the tasks associated with Bagger operation. 				

Machine Operator Level Two Position Description

<p>PHYSICAL DEMANDS</p>	<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. ▪ Occasional pushing/pulling up to 100lbs. ▪ 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>
<p>WORK ENVIRONMENT</p>	<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
<p>EXPERIENCE</p>	<p>Must have experience operating at least two (2) types of baggers</p>
<p>EDUCATION</p>	<p>High School Diploma or Equivalent</p>

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.