



JOB DESCRIPTION

MACHINE OPERATOR

OBJECTIVE

The Machine Operator role exists to run one, or multiple machines, on the production floor. The incumbent shall be primarily responsible for machine set-up, pre-op checks, troubleshooting and to efficiently run machinery for daily production runs.

QUALIFICATIONS

- High school diploma or equivalent
- 1-2 years of machine operator experience in a production environment is an asset (food industry is a strong asset)
- Good communication skills
- High attention to detail
- Positive attitude and team player
- Ability to lift up to 50 pounds and stand for long periods of time
- A high degree of flexibility and willingness to work overtime as required, which may include some evenings and/or weekends

PRINCIPAL RESPONSIBILITIES

1. Perform pre-op checks and set-up on assigned packing machine for production runs.
2. Ensure that packaging and traceability coding are accurate and specific instructions on the Daily Production Schedule are being followed (order quantity, skid assignment, customer).
3. Handle machinery with care and take required steps to ensure that machinery is always running efficiently.
4. Conduct minor trouble shooting as required, that may include addressing packaging/product jams; electronic adjustment of conveyors and/or lanes; replacing tape in case sealers/erectors.
5. Promptly report any equipment issues to Production Supervisor or Team Lead.
6. Perform general housekeeping in work area at the end of each production run.
7. Printing inventory tags for product coming off the production line (as required).
8. Ensure compliance to Occupational Health and Safety laws and regulations, GMPs and EarthFresh policies.
9. Other duties and projects as assigned by the Director of Operations and/or Production Supervisor.