

Mixer / Operator

Reports To: Production Supervisor

Department: Operations

Origin Date: 01/01/15

Revised Date: 01/29/23

JOB SUMMARY:

The Mixer / Operator position must possess excellent decision making and prioritization skills. In order to be proficient in this position, an individual must complete Dakota Blender's comprehensive training program. Our Mixer / Operator training program details how to use the blending system and provides instruction on all necessary manufacturing and safety procedures.

Employees of DakotaMB believe in always doing the right thing for our customers and each other. Strong communication skills ensure we are always working towards a common solution to the challenges of the day. A growth mindset and innovative thinking are essential for assisting co-workers and external stake-holders with their needs. Members of our Operations team collaborate both internally with our employees and externally with our vendors and customers to achieve common goals. A passion to be the best is what is needed for a successful career at DakotaMB.

ESSENTIAL FUNCTIONS:

1. General Duties

- a. Mixing raw materials into finished product
 - i. Comprehends and adheres to customer specifications and mixing instructions
 - ii. Performs Quality Control checks on codes, packaging materials (bags), labels, and weights.
 - iii. Performs cut and dump procedure for producing batches
- b. Packaging of finished products
 - i. Accurately fills contents of packaging materials with finished product
 - ii. Properly seals bags
 - iii. Properly palletizes finished product for warehouse transfer

2. Documentation and Record Keeping

- a. Accurately completes production paperwork and reports
- b. Accurately labels packaging materials

3. Teamwork, Efficiency, and Safety

- a. Sanitation of work area
 - i. Properly disposes used packaging materials in proper receptacles
 - ii. Dusts and sweeps working area keeping them clean of spilled or free falling product
 - iii. Maintains an orderly, clean and organized working area
- b. Assists in the training of new personnel
- c. Shall ensure the daily functions to maintain all food safety objectives and The SQF Code are adhered to
- d. Acts as an alternate for all Blender positions
- e. Performs any task the supervisor deems necessary for completion or modification of a project

QUALIFICATIONS:

1. Comprehension of written and verbal instruction
2. Basic math skills for inventory control
3. Forklift experience preferred

SUPERVISORY RESPONSIBILITIES

This position has no direct reports.

BEHAVIORS

- | | |
|---|---|
| 1. Smart: Astute and Perceptive | 14. Fearless: Confident and Courageous |
| 2. Experienced: Knowledgeable and Trained | 15. Imaginative: Inventive and Creative |
| 3. Focused: Understands and Comprehends | 16. Optimistic: Encouraged and Encouraging |
| 4. Motivated: Inspired and Driven | 17. Logical: Rational and Sensible |
| 5. Genuine: Authentic and Sincere | 18. Resourceful: Talented and Capable |
| 6. Passionate: Spirited and Excited | 19. Humble: Respectful and Modest |
| 7. Harmonious: Friendly and Balanced | 20. Appreciative: Supportive and Sympathetic |
| 8. Energetic: Dynamic and Active | 21. Cooperative: Collaborative and Coordinated |
| 9. Skillful: Proficient and Adept | 22. Hungry: Eager and Enthusiastic |
| 10. Responsible: Punctual and Earnest | 23. Safe: Protective and Secure |
| 11. Ethical: Honest and Moral | 24. Professional: Accomplished and Consummate |
| 12. Accountable: Answerable and Liable | |
| 13. Informative: Instructional and Observant | |

COMPETENCIES

1. **Attention to Detail:** The individual demonstrates accuracy, thoroughness and monitors own work to ensure quality.
2. **Communication:** The individual must be familiar with the industry language and effectively communicate the diagnosis of mechanical issues.
3. **Problem Solving:** The individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully.
4. **Exercises Judgment:** The individual must be able to exercise independent judgment and discretion on matters of significance to the running of finished goods and has the authority to discontinue production if product is out of customer specifications.
5. **Planning and Organizing:** The individual follows the production schedule as instructed by Production Manager or Production Supervisor.

6. **Interpersonal Skills:** The individual works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company; exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
7. **Adaptability:** The individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
8. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
9. **Integrity:** The individual possesses high ethical standards and expects the same from all others in the organization.
10. **Dedication:** The individual is committed to achieving results under demanding time frames.
11. **Organizational Support:** The individual follows policies and procedures; supports organization's Mission and Values.

PHYSICAL REQUIREMENTS

1. **Standing:** Must be able to remain in standing position 80% of the time.
2. **Walking:** This position needs to occasionally move or traverse throughout warehouses, and production areas in all facilities 20% of the time.
3. **Lifting:** Frequently will lift 50 pounds.
4. **Climbing:** Frequently ascends/descends steps to platforms to operate equipment. Will occasionally ascend and descend ladders.
5. **Stoop, Kneel, or Crouch:** Occasionally positions self to address areas of concern.
6. **Talk/Hear:** Frequently communicates with personnel and pays attention to areas of concern and danger.
7. **Sight:** Must be able to identify, assess and recognize areas of concern. Visual inspection production lines, equipment, and structures.

WORKING ENVIRONMENT

While in production and warehouse areas this individual will frequently be exposed to flour and sugar dust. Noise protection is required in designated areas of production. This position will frequently be working in a sheltered and climate controlled environment.

Signature _____ Date _____