



KLEINPETER FARMS DAIRY, L.L.C.
14444 AIRLINE HIGHWAY, BATON ROUGE, LA 70817
(225) 753-2121

Job Description

Filler Operator

FLSA Status: Nonexempt

Reports to: Production Manager

Position Summary:

Properly and safely produce optimal quality products through the operation of the filler and following regulatory standards, ensuring that the product is clean

Job Duties & Responsibilities:

- Safely set up, inspect, and verify equipment for all start ups, run time, changeovers, shutdowns, cleaning, and sanitizing
- Monitor equipment of the production line at all times
- Monitor weights, seals, caps, and general packaging of product
- Make adjustments to filler timing and filling
- Ensure that the proper packaging materials are used for each product being produced
- Watch for labeler jams and effectively thread labels to prevent downtime due to error
- Perform filler and filler line changeovers in a safe and efficient manner
- Collect required samples needed for Quality Assurance testing
- Complete cleaning checklist once line has completed run
- Prepare equipment for next run to include size changes as needed
- Maintain communication with other departments, management, and employees, and notify them of any problems and/or concerns that may restrict the efficiency of production
- Complete all required documentation and scheduled quality checks
- Ensure all paperwork is filled out in a clear, legible, and accurate format, and completed with required information
- Ensure all required information is documented in accordance with SOPs
- Utilize continuous improvement mindset and assist in identifying opportunities to improve processes
- Maintain a clean, sanitary, and safe work area
- Follow all required work safe practices
- Shall be responsible for reporting and taking any necessary action to prevent food safety and quality problems and safety incidents and accidents from occurring
- Relieve other plant operations associates if absent from work
- Duties shall be performed by the HTST Operator in the absence of the Filler Operator
- Follow all policies and procedures including GMPs, SOPs, and SSOPs at all times
- Must wear appropriate PPE at all times
- Performs other related duties as assigned by Manager/Supervisor
- All employees are responsible for food safety and quality



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Job Requirements:

- High School Diploma or GED desired
- Able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to accurately record data
- Experience within the food and beverage industry desired
- Standing, walking, kneeling, bending, pushing, or pulling required for virtually the entire shift
- Must be able to lift up to 30 pounds occasionally
- Must be able to work in a wet environment with some exposure to dust, gas, or fumes
- Must be willing to work flexible hours including overtime, weekends, and holidays
- Days off may be split
- Be able to effectively work in a team environment
- Effective verbal and written communication skills
- Ability to work in a fast-paced environment
- Maintain constant mental focus and constantly be aware of surroundings
- Must be able to pass all medical exams and drug and background checks (including criminal)

Name (Signature)

Date

