



Filler Operator Job Description

Job Title: Filler Operator

FLSA Status: Nonexempt

Reports to: Production Manager

Location: Baton Rouge

Position Purpose:

Properly and safely produce optimal quality products by operating the filler and following regulatory standards, ensuring that the product is clean.

Job Summary:

- 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 the 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 errors.
- Perform filler and filler line changeovers safely and efficiently.
- Collect required samples needed for Quality Assurance testing.
- Complete the cleaning checklist once the line has completed a run.
- Prepare equipment for the next run to include size changes as needed.
- Maintain communication with other departments, management, and employees, and notify them of any problems or concerns that may restrict production efficiency.
- Complete all required documentation and scheduled quality checks.
- Ensure all paperwork is filled out in a clear, legible, and accurate format and completed with the required information.
- Ensure all required information is documented per SOPs.
- Utilize a 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.
- The HTST Operator shall perform Filler Operator duties in their absence.
- 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 equivalent required.
- Ability to add, subtract, multiply, and divide into 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 is 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 dust, gas, or fumes exposure.
- Must be willing to work flexible hours, including overtime, weekends, and holidays
- Days off may be split.
- Be able to work in a team environment effectively.
- 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 pass all medical exams and drug and background checks (including criminal).