

## **The Lebermuth Company**

### **Job Description**

**Job Title:** Blender

**Reports to:** Plant Supervisor

**Department:** Production

**FLSA Status:** Non-exempt

#### **Summary:**

Responsible for creating product blends, as per customer orders, and following established quality standards throughout the manufacturing process.

#### **Essential Duties & Responsibilities:**

- Accurately measure and weigh ingredients for use in customer blends, ensuring orders contain only ingredients specified on the shop order ticket and only ingredients in the correct proportions
- Process large tank blends as well as smaller blends that are prepared at individual work stations
- Utilize hot plates and other tools/equipment to prepare customer orders
- Retrieve order ingredients by following the established system for shelving and storage; utilize bar code scanning equipment to ensure retrieval of correct materials
- Accurately label completed orders
- Inspect materials, products and containers at each step of the manufacturing process
- Fulfill shop orders for pre-packs for stock-on-hand
- Following successful completion of training, utilize equipment such as a hand truck, drum cart or forklift to move materials
- Perform all tasks in a safe manner, observing Good Manufacturing Practices (GMP) and Lebermuth quality standards
- Maintain a clean and organized workspace, and assist with cleaning and sanitation throughout the production area
- Accurately complete all Lebermuth-required paperwork (i.e. equipment logs, regulatory documentation etc.)
- Ensure workspace equipment is in good working condition, and notify Management of any safety concerns
- Assist with periodic inventory counts
- Completion of pre-operation inspections, out of range thermometer corrective actions, and final batch record reviews if representing the department as a trained QA Ambassador
- Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products

- Other duties, as assigned

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

### **Qualifications:**

**Education and/or Experience:** High school diploma or general education degree (GED). One year related experience and/or training, or equivalent combination of education and experience.

**Language Skills:** Ability to communicate and receive information in both verbal and written formats. Ability to read and understand documents such as shop order tickets, safety rules, memos, Standard Operating Procedures (SOP's) and Safety Data Sheets (SDS).

**Mathematical Skills:** Ability to add, subtract, multiply and divide using whole numbers, fractions and decimals. Basic understanding of percentages. Ability to recognize and follow alpha and numeric sequences.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization is sometimes limited. Ability to interpret instructions furnished in written or oral form.

**Computer Skills:** Basic knowledge of computer and keyboard functions. Working knowledge of manufacturing, inventory control and order processing software.

**Certificates/Licenses/Registrations:** Ability to become forklift certified, and certified for use/wear of specific personal protective equipment.

### **Physical and Sensory Demands:**

- Standing and walking throughout each shift
- Minimal periods of sitting
- Lifting/Moving up to 35 pounds regularly during each shift and up to 50 pounds occasionally during a shift
- Ability to move 55-gallon drums regularly throughout a shift, with the assistance of equipment
- Frequent use of hands and fingers to handle, reach, grip, grasp and twist
- Frequent need to kneel, stoop, bend and crouch
- Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
- Daily handling of raw materials, including essential oils, flavor components and chemicals

- Ability to wear a respirator, when needed
- Occasional to regular need to climb stairs

#### **Competencies:**

- Regularly work in a fast-paced, ever-changing environment
- Ability to understand the importance of safety regulations and proper chemical handling; willingness to follow established guidelines and procedures
- Interested in precision work; exhibits attention to detail
- Organized in performing work
- Effective listening and problem solving skills
- Ability to multi-task, and work effectively within a team and independently
- Open to others' points of view; able to give and receive feedback in a professional manner
- Ability to read and understand verbal and written instruction on an on-going basis
- Interest and willingness to assist Company Management in moving the business forward
- Ability to exercise sound and accurate judgment
- Ability to prioritize and plan work activities without explicit direction on each task
- Consistently at work and on time

#### **Work Environment:**

- While performing the duties of this job, the employee is regularly exposed to chemicals and airborne particles
- The temperature of the work environment fluctuates with changes in the seasons
- The noise level is usually moderate
- Employees may work a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> shift, generally Monday through Friday, but weekly hours and number of days per week may vary
- Overtime is sometimes necessary to ensure business and customer needs are met