



POSITION DESCRIPTION

POSITION TITLE:	Moulding Line Operator
DEPARTMENT:	Production
CLASSIFICATION:	FT/Hourly, Non-Exempt
POSITION REPORTS TO:	Production Supervisor; Production Manager
POSITION SUPERVISES:	Small Moulding Line Team; Occasionally a Production Team.
APPROVAL:	KG

OVERVIEW

We expect and encourage our employees to make positive contributions to the Lake Champlain Chocolates' culture by aligning personal behaviors with the company's vision, mission and core values.

As such, the position holder is expected to consistently AMAZE our customers, VALUE and encourage team member excellence and well-being; CARE for our community and environment; and GROW through innovative leadership, planning and execution. We respect individual initiative and creativity, demand attention to detail, and strive for the highest measures of quality in all that we do. It is through dedication to this vision that Lake Champlain Chocolates can become the gold standard of gourmet chocolate.

POSITION SUMMARY

To set up, monitor and shut down the Chocolate Moulding Line. The Moulding line deposits solid, solid with inclusions and filled chocolates of different shapes and sizes.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Starts up Moulding Line.** This includes starting chillers, air compressor, chocolate tanks, pumps and tempering units.
2. **Ensures settings are correct in Moulding Line PLC** for product to be made.
3. **Ensures temperatures are correct on Moulding Line and Chocolate Temperers** and monitors them throughout shift.
4. **Changes molds in Moulding line** to appropriate ones for product being made.
5. **Runs test samples and checks it for proper specifications.**
6. **Observes functioning of machine parts and makes adjustments, if necessary, based on machine knowledge.**
7. **Monitor and record weights and perform quality checks on an hourly basis.**
8. **Reports any process and equipment problems.** Calls the Maintenance technician and/or Production Supervisor for assistance.
9. **Reports promptly to department Supervisor when delays occur.** Estimates time of delay and when operations will be resumed.
10. **Ensures the Quality and Standards for product are consistently achieved.**
11. **Tracks startup times, stop times and downtimes (with reasons) on a Moulding Line Observation Form.**
12. **Monitors chocolate levels in tanks and takes appropriate actions when needed.** Actions may include filling chocolate, switching tanks, or notifying department manager of chocolate filling needs.
13. **Follows established policies, rules, regulations, and safety procedures.**
14. **Records amount of product made in the shift as well as amounts for scrap and seconds (with reasons).**
15. **Ensures continuity of production through breaks and lunches by staggering personnel or communicating personnel needs to department manager.**
16. **Ensures continuity of production from shift to shift by communicating daily with other shift operators including discussion of processing, maintenance or quality problems occurring during the shift.**
17. **Responsible for shutdown of Moulding Line and related equipment, cleaning and sanitizing various parts as needed.**
18. **Ensures that work area is clean, orderly, and well maintained**

19. ADDITIONAL RESPONSIBILITIES

- a. Performs other duties and assignments as directed by management.
- b. May be asked to start-up other production equipment, such as melting tanks, cream tanks, wrapping machines and the Enrobing Line.
- c. Must be familiar with the chocolate tempering process and have the ability to tell the difference between tempered and untempered chocolate.
- d. Understanding of our Chocolate Pumping system, and have the ability trace the path of chocolate through pipes and valves.
- e. Provide suggestions to improve eliminating downtime on Moulding Line.

PERFORMANCE MEASUREMENTS

1. Moulding Line is well managed, and coordinated and completed in accordance with Company policies, procedures, and quality standards.
2. Good communication and effective working relations exist with fellow workers and supervisors.
3. Suggestions for improved productivity are provided.
4. Related documentation is complete, accurate, and timely.
5. Senior Management is appropriately informed of area activities and significant problems.

QUALIFICATIONS

EDUCATION/CERTIFICATION:	High School graduate or equivalent with additional related training preferred.
KNOWLEDGE REQUIRED:	Strong understanding of mechanical operations.
EXPERIENCE REQUIRED:	Experience in a manufacturing setting preferred.
KEY SKILLS AND ABILITIES:	<p>Must be able to become familiar with and follow the policies and procedures of the company as well as the employee handbook.</p> <p>Enthusiastic and pleasant personality.</p> <p>Honest with high degree of integrity.</p> <p>Exhibit a positive attitude.</p> <p>Ability to give, receive and act on feedback.</p> <p>Ability to assist and support others.</p> <p>Responsive and relates well to supervisor/manager.</p> <p>Well-organized, accurate and strong attention to detail.</p> <p>Remains calm and composed under pressure.</p> <p>Dedicated to delivering quality.</p> <p>Able to work well with others; build and maintain positive employee relations; team player.</p> <p>Ability to multi-task and prioritize.</p> <p>Able to set, manage, measure and complete tasks on time; plan effectively and follow through.</p> <p>Able to meet deadlines and/or manage projects.</p> <p>Integrity with ability to maintain information confidentiality, use discretion and tact.</p> <p>Able to use all related production equipment and applications.</p>

PHYSICAL ACTIVITIES AND REQUIREMENTS

DEXTERITY:	Use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
SPEECH:	Must be fluent in English. Ability to convey and/or follow detailed or important instructions or ideas accurately, loudly, or quickly.
HEARING:	Able to hear and comprehend average or normal conversations and receive ordinary information.
REPETITIVE MOTIONS:	Able to frequently and regularly perform movements using the wrists, hands and/or fingers. Required to stand and/or walk for prolonged periods of time.
VISUAL ABILITY:	Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
PHYSICAL STRENGTH:	Medium work; exerts up to 50 lbs. of force occasionally, and/or up to 20-30 lbs. frequently, and 10 lbs. constantly.

WORKING CONDITIONS

ENVIRONMENT:	Production area; subject to established health and safety practices. Environment characterized by loud noise.
TEMPERATURE:	Subject to moderately cool air conditioned controlled environment.
SCHEDULE:	Works 40 hours per week; 30 minute lunch. Overtime is required as needed.
INTERACTION:	Limited public contact. Working with production, packaging, shipping and/or warehouse personnel as well as managers and others when responding to the pressure of production deadlines or emergency situations; which can be stressful.

MENTAL ACTIVITY AND REQUIREMENTS

REASONING ABILITY:	Ability to deal with a variety of variables under only <u>limited standardization</u> . Ability to <u>interpret</u> various instructions.
MATHEMATICS ABILITY:	Ability to perform very basic math, simple algebra including using decimals, computing ratios and percents..
LANGUAGE ABILITY:	Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias. Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar. Ability to communicate directly and distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent), and variation in word order; using present, perfect, and future tenses.

INTENT AND FUNCTION OF POSITION DESCRIPTION

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

