

# ABM Operator

## SUMMARY OF ROLE

\*12 hour shift Rotating Schedule - Days 7am-7pm & Nights 7pm-7am

Visually inspects, removes, and packs bags systematically into boxes by performing the following duties to maximize safety, quality, and OEE.

## KEY RESPONSIBILITIES:

As an at-will employer, SIG/Scholle IPN reserves the right to add to or modify this list to the extent it deems necessary.

- Performs all work safely in accordance with personal and product safety rules.
- Inspects product for visual defects and complete inspection report on a periodic basis.
- Removes product from machine.
- Discards defective products, including scrapping bags.
- Packs all good products in designated manner, including basic use of the pack assist and auto pack equipment.
- Closes boxes and mini bins and implements correct aseptic procedures.
- Reads the product specification to correctly pack bags.
- Completes the hour-by-hour chart, Kaizen newspapers, and other Lean documentation.
- Basic use of other bag making auxiliary equipment, including (but not limited to) the Tap Applicator, Bag Separator, On-line combiner, and Manual Hose Applicator.
- Reports recurring defects/deficiencies with the product and/or machine to appropriate personnel and/or the shift management immediately.
- Works in cooperation to keep the machine stocked and running with fitments, and in ways that will help increase safety, quality, and OEE.
- Assists the department in different capacities if the machine is down.
- Keep assigned area clean and properly 5S'd according to established Lean and housekeeping expectations. The concept of 5S is to maintain a clean working area, remove all unnecessary items, and keep all necessary items in their place to ensure a safe and organized working area.
- Inspects materials, products, and containers at each step of packaging process.
- Participate in setups by removing spouts and dip strips from the ABM and staging boxes.

## YOU BRING THESE SKILLS, EXPERIENCE & EDUCATION:

- **EDUCATION:**
  - o High school diploma or G.E.D required.
- **SKILLS & EXPERIENCE:**
- Ability to work all shifts and perform overtime
- Previous experience as a quality control inspector preferred.
- Future training and/or education may be necessary to further job skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and Power Point presentations. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization
- Ability to add, subtract, multiply and divide in all units or measures, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret bar graphs. Ability to calculate mean, median, and mode, and apply SPC to the quality processes

- Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
- Basic skill knowledge and understanding of Microsoft Word and Excel, and Virtual Client to perform effectively in daily activities
- Ability to perform visual inspection process and successfully read and apply technical specifications including print.

#### **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
  - o Must be able to move and/or lift up to 50 pounds occasionally.
  - o Frequently standing, walking and sitting.
  - o Frequently required the use of hands to finger, feel, reach or handle machinery.
  - o Frequently bend, stoop and reach.
  - o Visual Acuity (VA).
- The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.
  - o Moderate working conditions.
  - o Exposure to variable noise levels.
  - o Often exposed to moving mechanical parts.

#### **SAFETY AND QUALITY MANAGEMENT:**

- - o Safety and Quality is **EVERYONE'S** responsibility.
  - o You must report or correct any food safety or potential food safety hazard to the person who can correct it. Adherence to policies and procedures related to quality management, safety, SQF and other regulatory guidelines communicated during your new hire orientation and defined in your SIG (formerly Scholle IPN) handbook are mandatory.