

Title: Pre-weigh Personnel

Classification: Non-Exempt

Reports to: Pre-Weigh Supervisor

Date: 3/14/22

Summary:

Pre-weigh Personnel are responsible for properly identifying and weighing raw materials for blending.

Duties and Responsibilities:

- Perform all work to according to GMP, Quality and safety guidelines
- Examine materials for accuracy and conformance
- Accurately package products for storage
- Select and measure proper ingredients as requested from provided pick lists
- Record data on specified forms
- Lift, move, and weigh products safely and accurately
- Communicate with peers and supervisors
- Maintain a clean work area

Education and Experience:

- High school diploma or equivalent (preferred)
- 2 years experience in similar work environment (preferred)

Requirements:

- Candidates should have the ability to stand for a minimum of 11 hours a day, performing manual duties
- Must be able to lift 50-100 lbs. and pour 50-pound containers of materials regularly
- Must be flexible to work weekends and overtime when needed
- Ability to communicate effectively both written and orally
- Strong attention to detail
- Willingness to learn and ability to adapt to a changing environment

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.