

**Eden Organic Pasta Company
Job Description**



Position **Maintenance – Systems, Equipment, & Facilities**
Reports to **Plant Manager**

Major Focus

- I. Maintain machinery, equipment, and facility in reliable operating condition following GMP's, Eden Foods' directives, and policies.
- II. Oversee compliance with company personnel safety and food safety programs/procedures, federal, state, and local laws and guidelines.

Job Requirements

- A. Sufficient education and experience to perform a range of building maintenance and equipment repair tasks
- B. Good verbal and written communication skills
- C. Reliable, dependable member of the company team
- D. Commonsensical and proactive trouble shooting and diagnostic skills
- E. Experience in industrial equipment maintenance
- F. Experience with commercial facilities maintenance
- G. General working knowledge of plumbing, electrical, HVAC, familiar with basic hand and power tools
- H. Ability to prioritize and manage multiple functions
- I. High personal and professional moral and ethical standards

Duties and Responsibilities

1. Oversee, maintain, and perform repairs, maintenance and scheduled preventive maintenance.
2. Carry out duties according to Safety Protocols and Operations SOP's.
3. Maintain facilities and property and its associated equipment.
4. Maintain tool and equipment inventories.
5. Keep organized records of maintenance and repairs, including preventive maintenance.
6. Anticipate and report repair and safety needs, communicate them to the Plant Manager.
7. Schedule equipment maintenance and repair with an eye towards efficient, effective plant operations.
8. Complete knowledge of processing equipment and operations. Assist production with the operation of production equipment as needed.
9. Recommend operational changes when needed.

This job description is not intended to be all-inclusive or complete explanation of duties and responsibilities. Employees are required to perform duties as may be assigned. Eden Foods reserves the right to modify job duties and responsibilities as circumstances require. This job description does not constitute a written or implied contract of employment.