

Rejuvenate

Job Description at Twin Ash Organic Processing

Operations Department

Position

Maintenance and Operations

Reports to

General Manager

Duties and Responsibilities

1. Maintain and facilitate Twin Ash Health and Safety programs and the requirements for various certifications including:
 - a. Hazard Analysis and Risk-based Preventative Controls
 - b. Safe Quality Food (SQF) guidelines
 - c. Good Manufacturing Practices (GMP) protocols
 - d. Operating and Sanitation Procedures
 - e. Safety Policies and Practices
 - f. National Sanitation Foundation Institute (NSF) policies
2. Performing as a reliable team member of Twin Ash Organic Processing
3. Acquire and maintain knowledge of the equipment and its operation
4. Inspect and calibrate instruments and equipment
5. Carry out scheduled inspections and maintenance of machinery and equipment. Oil and clean machinery and parts
6. Follow inbound and outbound loading procedures
7. Maintain a clean, safe facility and work environment
8. Facilitate movement of customer goods through the facility
9. Assist Production Manager with receiving, storage, shipping, processing, and record keeping procedures
10. Attend training and perform other duties as needs come up

Job Requirements

1. Education, experience, and willingness sufficient to perform duties.
2. Ability to lift 50 pounds and more waist-high, intermittently over the course of a normal day.
3. Ability to perform standing work during shifts.
4. Intelligent involvement in the work performed.
5. Basic math, with written and verbal communication skills.
6. Must pass a pre-employment physical.
7. Experience in, and knowledge of, food safety procedures is a plus.

This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.

