



Job Description: *Hard Candy Wrapping*

POSITION/TITLE: *Hard Candy Wrapping Machine Operator*

DEPARTMENT: *Hard Candy Wrapping*

REPORTS TO: *Production Manager*

POSITION SUMMARY:

Operate High Speed Wrapping Machine to meet production and quality image standards.

RESPONSIBILITIES/DUTIES:

1. *Review daily production list; check films; make list of candies changed for day, checking with facilitator for availability; check boxes*
2. *Prepare machinery for operation, ensuring that all machine parts are intact and that heat is within range*
 - a. *Attach list of candies to machine for facilitator*
 - b. *Inspect film for quality and load roll on machine*
 - c. *Align eyespot, film placement, heat, speed according to wrapper specifications*
3. *Fill box with accurate amount of candy*
4. *Inspect product being produced for correct image, color of image, placement of image on package, endseal, backseal, and correct candy type. Inspect box for correct label and label placement on box depending on UPS or Truck order*
5. *Tie bag and place box on track*
6. *Complete operator paperwork Wrapping Machine Daily Production Log, indicating order numbers, logo, candy types, case quantity, rolls of film used, film lot codes, and daily lot codes on front of form.*
7. *Complete Wrapping Machine Daily Downtime Log, transferring information from Wrapping Machine Daily Production Log, calculate and indicate totals and place on supervisor's desk each day*
8. *At end of shift, any jobs not completed for day must be logged on Incomplete List located on supervisor's desk and all unused stickers must be placed on supervisor's desk.*
9. *End of shift operators must run out candies in hopper and do required cleaning based on 1st or 2nd shift operation.*
10. *Other duties as assigned*

Document Reference: Job Description Template.

Revision 1: July 22, 2016

Owned by: Director of Human Resources.

Authorized By: President/CEO



Job Description: *Hard Candy Wrapping*

EDUCATION/EXPERIENCE:

- *High School Diploma/GED*

QUALIFICATIONS/OTHER REQUIREMENTS:

- *Prior experience preferred but not required*

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Physical Demand

Lifting to and over 10 lbs. 1+ times per hour

Lifting up to 30 lbs. once per week

Standing and/or walking 100% of time worked

Bending 60% of time worked

Stooping 25% of time worked

Reaching 75% of time worked

Hand/eye coordination required

Mental and/or Visual Demand

Duties require regular attention

Ability to read and write

Responsibilities for equipment / processes / material / work and safety of others

Adhering to Good Manufacturing Processes (GMP's) (See GMP Summary)

Performing Standard Sanitation Operating Procedures (SSOP's) (See Sanitation Summary)

Adhering to all Job Safety Analysis Guidelines (JSA's)

Compliance with Safe Quality Food requirements (See SQF/Food Safety Summary)

Keeping work area clean and orderly



Job Description: *Hard Candy Wrapping*

Factors present in work area:

Dust (candy)

Vibrations

Noise

Personal Protective Equipment Required: Ear Plugs; Close-toed, rubber-sole shoes

Uniform Requirement: Food Safe Gloves, Aprons, Hair Nets, Beard Nets if applicable