



JOB TITLE: Spiroflow Specialist 1st Shift
REPORT TO: Production Supervisor
LOCATION: North Kingstown, Rhode Island

JOB SUMMARY:

The Spiroflow Specialist is to perform all required duties established by his or her supervisor. The Spiroflow specialist should be fully trained on Supersack Preparation, along with the Spiroflow Assistant position. He/she will also ensure the correct ingredients/super-sacks are being staged on the correct load cells at all time. He/she will ensure and monitor lot integrity for all raw materials within the Spiro-flow incorporation room. He/she must maintain required production levels/demands established by the HMI Controller within the blending process. The Spiroflow Specialist should have functioning mechanical understanding of the machinery within the Spiroflow room. He/she may be required to support/assist on some levels of PM's/maintenance within his work area. He/she is also responsible for importing all required information into the inventory system (SAP). He/she must be forklift/low lift certified and will be responsible for operator a forklift while loading the majority of dry ingredients. He/she will also serve as a secondary check to support (FIFO) principles are being maintained from the vestibule incorporation room. He/she may be required to assist in the process of returning all residual raw material/packaging back to inventory/warehouse. In doing so, he/she will be required to follow the raw material return policy. The Spiro-flow specialist will work closely with all other Blending positions and can be asked to perform all or many of the functions related to these other positions. He/she will also be required to maintain the Master Sanitation Schedule (MSS) for the Spiroflow incorporation room. He/she will be required to report all raw material/packaging non-conformities to his/her supervisor or quality tech.

RESPONSIBILITIES AND DUTIES:

The Spiroflow Specialist will:

- Continuously evaluate inventory levels of all dry ingredients. Replenish all needed raw materials in a safe yet timely manner
- Ensure traceability/lot integrity when transporting raw materials onto loadcells and entering data into SAP
- Maintain all Master Sanitation Schedule (MSS) responsibilities within the Spiroflow hopper room.
- Ensure first in first out (FIFO) principles are followed
- Maintain equal necessary volume to maintain blending requirements established by the HMI controller.
- Follow all established safety, quality, and production procedures
- Cover all breaks within trained blending positions
- Accountable for all inventory discrepancies and cycle count adjustments.
- Perform all other jobs within blending process (*Supersack prep, and Spiroflow Assistant*)
- Adhere to Plant Safety Awareness Training, and all policies pertaining hereto
- Report any machinery abnormalities to supervisor/maintenance
- Maintain and follow all required documentation/maintenance of forklift/lowlift
- Continuously train and develop Spiroflow Assistant

QUALIFICATIONS:

- Required:
- Prior experience within the super-sack preparation vestibule room, minimum (3) months

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- Prior experience in Hopper/Ingredient room as Spiro-flow assistant, minimum of three (3) months
- Ability to learn and follow Good Manufacturing Procedures (GMPs) as directed
- Basic maintenance knowledge
- Operational fluency of written and spoken English
- Must be 18 years or older
- Must have strong organizational skills
- Must not have any safety or GMP violations
- Must not be on any form of written disciplinary action
- Must have Prior Forklift/Pallet jack experience, signed off from (Material handling Supervisor)
- Preferred:
 - Prior experience working in continuous flow production process
 - Previous forklift experience
 - Prior experience working with loadcells
 - Prior experience working in a food manufacturing facility
 - High school education or GED equivalent
 - Basic computer literacy

WORK CONDITIONS

- Able to maintain stationary standing for extended periods of time
- Inconsistent loud machinery for less than two hour increments
- Able to lift more than thirty (30) lbs. units on a consistent basis
- Required to wear a hard/bump cap.

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.