



Job Description

Job Title: Batch Maker
Department: Batch
Reports To: Plant Manager
Shift: 5:00 am – 3:30 pm Monday – Thursday or Tuesday - Friday
FLSA Status: Hourly, Non-exempt
Revision Date: November 2019

Summary

This position drives a sense of service for customers and optimal financial performance through operating batch equipment and producing batches safely while maintaining all production and quality standards, which vary from product to product. Open-mindedness, creative thinking, and willingness to be a lifelong learner are crucial for this and any other position at Twincraft.

Essential Duties and Responsibilities

- Understand the use of tools and processing equipment in the batch room.
- Work accurately, efficiently and consistently in accordance with batch specification sheets.
- Manage time effectively to service downstream production.
- Develop problem solving skills, including when to stop and seek help.
- Understand the types of materials and their effect on the batch.
- Ability to successfully apply all processes and understand their effect.
- Understand and follow quality standards, utilize lab measurements to assess batch quality.
- Recognize problems/defects with product and follow through on solutions/corrections.
- Accurately and legibly fill out batch sheets including verifying amounts of raw materials and lot numbers as the batch is being made.
- Remain calm and flexible in a custom and artisanal manufacturing atmosphere.
- Follow the correct clean up procedure between each run or change over.
- Comply with all safety policies, practices and procedures.
- Participate in proactive team efforts to achieve departmental and company goals.
- Suggest Support and implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

Education and Experience

High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience. Willingness to train any candidate with a can-do attitude.

Required Skills

- Efficient and effective communication and relational skills.
- Basic computer skills.
- Reading, math, and writing aptitude.
- Consistently consider multiple perspectives and approaches to solve a problem.

Personal Characteristics

- Willingness to learn and become an expert.
- Desire to be a key part of a diverse team.
- Ability to understand our customer's needs.
- A problem solver, not a problem reporter.
- Aptitude to leverage skillsets within the team to the company's advantage.
- Capable of taking direction from their supervisor.
- Exhibits personal responsibility and honesty/transparency.

To apply, please send a resume to jobs@twincraft.com, fill out and submit our online application at www.twincraft.com, or stop by our 2 Tigan Street location in Winooski anytime from 8:00am – 4:30pm Monday-Friday to fill out a paper application.