



Job Description

Job Title: Batch Maker-Essex (2nd Shift 3:15 pm-1:45 am Monday-Thursday)
Department: Batch
Reports To: Plant Manager
FLSA Status: Hourly, Non-exempt
Revision Date: September 2019

Summary

Responsible for producing batches safely while maintaining all production and quality standards.

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.
- Follow the correct clean up procedure between each run or change over.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to Manager and/or Human Resources/Safety Coordinator.
- 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.

Personal Characteristics

- Enthusiastic
- Team Player
- Goal Oriented
- Detailed

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