



Job Description

Job Title: Production Specialist

Department: Production

Reports To: Production Manager

FLSA Status: Non-exempt

Prepared: April 2025

SUMMARY

The Feed Mill Operator is responsible for executing all processes within the bagging department to manufacture products. Assists in product scheduling and workflow management to ensure successful operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Bags complete feeds
- Sealing and labeling of products
- Adheres to company safety practices.
- Conducts grading of ingredients received.
- Listens to bagging equipment and identifies mechanical needs that may need attention.
- Performs the daily housekeeping of bagging area and department.
- Ensures daily, weekly, and monthly routine preventative maintenance tasks.
- Work with employees to identify and address ingredient flow or equipment issues.
- Provide effective communication with customers and co-workers.
- Provide excellent customer service and positively contribute to an environment of teamwork.
- Demonstrates attention to detail and ability to problem solve.
- Know, maintain, adhere to, and promote all safety standards and governmental regulations.
- Lift and move bagged products.
- Perform other duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

This job has no direct supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School diploma or GED; along with related experience or training; or equivalent combination of education and experience. Willing to seek out and attend additional continuing education, seminars, classes, or other job-related education requirements or opportunities. Requires basic knowledge and use of computers and computer software.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, calculate figures and amounts such as flow rates, volumes, and the ability to convert pounds to tons. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Ability to acquire and maintain forklift safety instruction and field test.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee constantly is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee will need to climb ladders (may range from 20' to 180') and stairs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and grain dust. The employee is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and explosives. The employee is occasionally exposed to high, precarious places and/or confined spaces. The noise level in the work environment in some areas may, from time to time, exceed 85 lbs.

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