



## POSITION DESCRIPTION

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Position Title: Loader/Laborer  
Location: Watertown, CT  
Reports To: Production Supervisor  
FLSA:  Exempt  Non-Exempt  
Date: 2022

### I. POSITION SUMMARY

The employee is responsible for assisting with hands-on physical labor and operation of machinery and or assembly tasks and other essential manufacturing plant duties as needed. This position supports and is accountable for the Quality and Food Safety policies in place by the company.

### II. ESSENTIAL POSITION RESULTS

- Confirms pallets are secure by loading and stacking pallets in an efficient safe manner.
- Follows batch sheet instructions by reading and filling batch sheets according to current Good Manufacturing Practices.
- Ensures execution of raw materials by loading pallets of raw materials in the assigned tanks following instruction on the batch sheet.
- Confirms batches are loaded correctly by using scanners to scan batch information.
- Collects samples of materials for laboratory analysis
- Ensures daily responsibilities are in order by communicating with management team regularly regarding issues and concerns.
- Maintains a safe and clean working environment by complying with safety procedures, rules, regulations and keeping warehouse racking and yard clean and free of obstruction.
- Contributes to team effort by accomplishing related results as needed.
- Maintains customer confidence and protects operations by keeping information confidential.
- Assists Product Supervisors with special projects and high-priority objectives.
- Practice and live Company Values to enable personal and business success with a shared purpose.

### III. SUPERVISORY RESPONSIBILITIES

None



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### IV. MINIMUM QUALIFICATIONS

#### **Education, Certifications and /or licenses:**

- High school diploma or GED

#### **Experience:**

- A minimum of 2 years general labor experience or combination of training and experience
- Experience operating forklifts; including stand-up/narrow-isle and other warehouse equipment

#### **Knowledge/Skills/Abilities:**

- Must be results oriented professional with excellent English verbal/written communication skills using diplomacy and discretion as well as the ability to communicate effectively.
- Ability to multi-task, work independently and/or within a team, pays attention to detail and meet deadlines.
- Ability to arrive on-time in own transportation with good work habits and personal appearance.
- Works well on a team, respects all people and enjoys helping each other succeed.
- Follows processes and direction and takes pride in their work.
- Shows interest and enthusiasm to learn and develop skills.
- Commits to safety and quality standards and shares ideas to improve processes.

### V. PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb stairs or balance and routinely lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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### VI. WORKING CONDITIONS AND ENVIRONMENT

*The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.*

While performing the duties of this job the employee is regularly exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear (glasses, gloves, hair/beard nets and uniforms). The employee may be required to stand on platforms and climb stairs regularly. Employee may be exposed to inclement weather.

#### **Company Purpose (Why We Exist):**

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

#### **Company Values (How We Work Together Every Day):**

**SAFETY** – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

**QUALITY** – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

**RESPECT** – We consistently work together with mutual care, open communication and honesty.

**SERVICE** – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

**INNOVATION** – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

**TEAMWORK** – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

**SUCCESS** – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.