



Production Lead

Location: Geneva, NY

Shift: 7 am – 5:00 pm M-Th (Adjusted according to company & market conditions)

Reports to: Production Manager

Position Summary

We are seeking a detail-oriented and motivated Food Production Worker to join our team. The successful candidate will play a crucial role in ensuring the accuracy and quality of our food production process. This position involves measuring liquid ingredients, running batches, and packaging products, with an emphasis on formula accuracy and quality assurance.

Details

This section is intended to describe the general work performed in this position. It is not an exhaustive list of all duties performed and should not limit or modify the right of the direct superior to assign, or direct the work of employees in this position.

- Maintain raw material inventory according to the SOP (Standardized Operating Procedure)
- Ensure part number(s) and lot number(s) are properly recorded and tracked.
- Perform pre-operational inspection
- Measure and verify liquid ingredients accurately according to provided formulas.
- Combine, mix ingredients into production batches according to production schedule and product specification sheets (MMR).
- Operate various industrial machinery such as augers, conveyors, mixers, power sifters, hand sifters, scales, sewing machines, air spray machines, vacuum cleaners, sealing machines, filling machines, boxing machines, and metal detectors to run batches efficiently and effectively.
- Package finished products into drums and totes while ensuring proper labeling and documentation.
- Maintain detailed documentation of production processes, ingredient measurements, and batch results.
- Clean and sanitize all equipment and workstations after each production run to maintain a safe and compliant work environment.
- Adhere to all safety, quality, and food safety standards throughout the production process.
- Collaborate with team members and report any discrepancies or issues related to production or quality.
- Participate in training sessions as needed to stay current with company practices and procedures.
- Operate various electronic devices such as computers, tablets and scanners.
- Cross-train and switch between multiple workstations in a production area.
- Perform equipment cleaning and change-over according to production schedule.
- Perform production cleaning according to cleaning schedules.
- Perform other duties as assigned.

Required Skills

- Must be responsible, detail oriented and possess precision in math, including decimal and percentage calculations.
- High School Diploma/GED or equivalent education.
- Demonstrate commitment to company values, policies and procedures.
- Maintain integrity of highly sensitive/confidential information.
- Ability to stand and maneuver for long periods of time.
- Regularly required to sit, stand, walk, bend, push, pull, and lift objects of up to 60 lbs.
- Ability to work well with colleagues & customers in a professional & organized manner.

Desired skills

- 5+ years of similar position experience.
- Proficiency in basic use of computers and Microsoft Office or Google Drive Applications.
- Machinery operation experience, especially Pallet Jack and Forklift experience.
- Experience in the manufacturing and food industry.

Forward resumes to Luke at Lukem@nutripharms.com to apply