



JOB DESCRIPTION

COMPOUNDER

POSITION SUMMARY:

To properly batch ingredients from a safety, quality and efficient perspective, while maintaining cleanliness of all equipment.

ESSENTIAL FUNCTIONS:

- Adheres to safety, food safety, quality and legal compliance.
- Perform all work in accordance with environmental, health and safety standards, rules, regulations and practices of the facility.
- Must be able to pass training/certifications as required for qualification.
- Must perform lockout tagout as required by company standards.
- Must have the ability to understand formulas, batch cards, specifications, and critical control points on all products manufactured.
- Must submit and check required batch samples to lab for analysis.
- Must be aware of all emergency stops and pinch points on processing equipment by air and electrical as well as proper lifting procedures of ingredient bags.
- Must obtain and maintain certification to wear full-face respirator when handling materials causing respiratory hazards which includes removal of facial hair.
- Must be able to verify all ingredients at the beginning of batching, matching batch cards with correct product number for each product and annotate lot numbers and supplier names.
- Must be able to correctly identify all mix and hold tanks understanding all pipes and connections to and from all vessels including flow panels.
- Must be able to understand basic operation principles of Wilden pumps and PD pumps, troubleshooting and performing minor maintenance on them.
- Must be able to properly dismantle and assemble PD pumps to keep them operational, replacing piping gaskets and setting up piping for product runs.
- Must be able to identify and use all switches/valves to move product from one deck to other areas as needed.
- Must be able to complete all paperwork fully and accurately along with analytical testing required to produce a high quality product within specification.
- Must have a good understanding of how to execute changeovers using guidelines specified in the changeover grid.
- Must have working knowledge of the process flow systems with a good understanding of the equipment in the flow schematic.
- Must be able to adjust batches or rework with Quality Assurance (QA) guidance to conform to target.
- Must be able to adhere to the Allergen Control policy and the Allergen Cross-Contact Prevention policy.



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- Must be able to fully and accurately document deck batching on batch cards as well as WIP traceability sheet, metal detector sheet and all necessary paperwork.
- Must be able to disassemble production equipment: clean, rinse, and sanitize all product contact machinery utilizing proper cleaning utensils, chemicals and COP (Clean Out of Place) process. Equipment includes mix tanks, hold tanks, cook kettles, turbons, supply lines, overhead lines, PD Pumps and Wilden Pumps.
- Must be able to reassemble production equipment: clean, rinse, and sanitize all product contact machinery utilizing proper cleaning utensils, chemicals, and CIP (Clean In Place) process.
- Document completed work as required by the supervisor.
- Compliance with all other duties as assigned.

REQUIRED EDUCATION/EXPERIENCE:

- High school diploma or GED.
- One to three months related experience and/or training; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES:

- None.

LANGUAGE SKILLS:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other team members of the organization.
- Ability to use effective problem solving skills.

MATHEMATICAL SKILLS:

- Ability to use mathematical functions including addition, subtraction, multiplication and division in accordance with production paperwork.
- Ability to perform these operations using units of weight measurement, volume, and distance.

PHYSICAL AND VISUAL ACTIVITIES:

- Kneel or squat to retrieve ingredients.
- Reach and twist/turn to measure and add ingredients.
- Grip/grasp to open and carry boxes and bags.
- Safely hose down machines.
- Climb stairs involving 12-16 steps.
- Ability to wear full-face respirator.
- Ability to visually differentiate items of color, up close and in the distance.

PHYSICAL REQUIREMENTS:

- Ability to wear personal protective equipment and/or clothing.



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- Stand/walk 7 or more hours per day.
- Continuously reach, bend, twist/turn, grip/grasp, and talk/hear.
- Continuously use eye/hand coordination.
- Constantly lift shears, knife, scoop, wrench, measuring cups weighing up to 5 lbs from floor to overhead.
- Constantly lift ingredient scoops weighing up to 25 lbs from floor to shoulder height.
- Constantly lift ingredients weighing up to 50 lbs from floor to shoulder height.
- Constantly carry ingredients weighing up to 25 lbs up to 20 feet.
- Frequently kneel/crawl, squat, and climb (stairs including 12-16 steps).
- Frequently use handling/fingering to adjust knobs, use hoses or tools.
- Frequently taste/smell.
- Frequently lift ingredient bags up to 100 lbs from floor to waist height.
- Frequently carry up to 5 lbs 75 feet.
- Frequently carry up to 100 lbs 20 feet.
- Occasionally use fine motor skills.
- Occasionally carry 50lbs up steps.
- Push combo lid, hand truck and pallets of product requiring 25 lbs of force 50 feet.
- Specific vision abilities required by this job include close vision, distance vision and color vision.

ENVIRONMENTAL/ATMOSPHERIC CONDITIONS:

- Constantly work in damp, wet, humid and slippery environments.
- Constantly work in high places near moving equipment with fumes or airborne debris.
- Constantly work in extreme heat/cold.
- Constantly work in high noise levels requiring hearing protection.
- Occasionally work with toxic or caustic chemicals.
- Occasionally work with hand tools causing segmental vibration.

MACHINES/TOOLS/EQUIPMENT/SOFTWARE:

- Bump cap, hair net, safety glasses, hearing protection, and uniform or smock.
- Full-face respirator.
- Cut resistant gloves.
- Nitrile gloves, plastic apron, plastic sleeves.
- Food safety knife, shears, measuring cups, scoops and small hand tools.
- Electric and manual pallet jacks.
- Lockout locks and tags.