



MADE
IN USA

HAPPY HOWIE'S NATURAL DOG TREATS



MADE IN
MICHIGAN

This **Kitchen Operator** position requires you to have a working knowledge of all our kitchen equipment. As a Kitchen Operator you'll operate various machines that convert our ingredients into our high-quality treats. Stamina, concentration, and a good attitude in the face of difficulties are crucial to succeed in this position.

Responsibilities:

- Work Schedule – There is no set work schedule. Your shift begins at 6:30 am and ends when the production schedule is complete.
- Meet production quotas within the allotted time.
- Carefully, collect specific raw materials for production and ensure that the materials are of the proper weight and species for the recipes.
- Conduct and accurately document a weekly inventory of our ingredients and production supplies.
- At the end of each day, return Ops paperwork back to the front office and, on the Ops paperwork, you are required to document any problems/solutions or recommendations that may occur with the machines, meat, or the production process.
- Make certain that the machine/machines are in good working order prior to operating.
- After acquiring the proper raw materials and supplies needed for production, the machine operator loads the raw materials into the machines accordingly.
- Operate high speed machines by managing settings and conducting periodic tests to ensure operator safety and the high quality of the meat.
- Understand and control the load of the machines.
- Inspect equipment in use through troubleshooting, checking for any problems and fixing them and/or notifying management when an issue is detected to prevent a breakdown during normal hours of operation.
- Monitoring the machine operations to ensure that the finished product is within authorized specs.
- Provide ongoing recommendations to update, upgrade, and improve the production processes.
- Strictly adhere to all specifications and ensure that the quality of the product is not compromised.
- Clean machines (including cooler) and product contact surfaces before, during (when necessary), and after operation. The cleaning process must be carefully conducted, so that no liquids will come into contact with any internal electrical components.
- Properly set up and dismantle the work stations, equipment, and machines.
- Perform preventive maintenance on the production equipment such as oiling and greasing the machines and ensuring their proper workability.
- Monitor all activities going on in our work area.
- Locate and pull the proper raw materials based on our daily Production Planner.
- Ensure the timely preparation and availability of production supplies and ingredients to avoid shortages during production.
- Read and understand all machine instructions.
- Learn to identify equipment malfunction. Report equipment problems to management immediately.
- Follow strict safety policies and ensure other team members do as well. Communicate to management any injury immediately.
- Provide management with ideas on how to improve aspects of the business.
- Maintain proper communication with your supervisor keeping him/her updated on production activities, progress, and issues
- Work closely with the Plant Manager to implement and maintain policies and procedures in product quality and food safety.
- Champion change.
- Read and understand SSOPs
- Read and understand the Job Safety Analysis.
- Train individuals on how to do the critical aspects of your job.
- Assist Plant Manager and kitchen supervisor with achieving company goals.
- Assist with other duties and special projects, as assigned.
- Have a positive can-do attitude and have positive interactions with members of your production team.
- Must be able to regularly lift 60 lbs. and work on your feet, while using tools to perform repetitive actions.
- Due to production line requirements, machine operators must work in unison with the other members of your production team.
- Must be able to work safely in a quick-paced, physically demanding environment where you control various machines and equipment.
- Have the mentality of a problem solver and be willing to take on challenges.
- Must possess technical skills (precision and safety are vital to this position).
- Must have excellent analytical skills with the ability to pay attention to detail.

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Education/Experience

- High School Diploma or higher.
 - Prior experience in a food production environment a plus.
 - Knowledge of Continuous Improvements and Lean Manufacturing is a plus.
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- ✓ **\$16.00/hr. (\$1.00/hr. max performance-based raise at 90 days)**
- ✓ **Retention/Performance Bonus as follows:**
 - \$500 after 90 days from start date.
 - \$500 after 6 months from start date.
 - \$1,000 after 1 year from start date.
 - Must maintain Good Standing status (No Verbal or Written Warnings) throughout the entire year.
- ✓ **Paid Holidays**
- ✓ **Generous Paid Time Off**
- ✓ **Health Insurance (Blue Cross Blue Shield), Life Insurance, and Short Term Disability**
- ✓ **401k**