

JOB DESCRIPTION

Job Title: Pouching Technician

Department: Production –Pellet Pouching

Reports to: Production Supervisor – Pellet Pouching / Pellet Pouching Team Lead

Summary of Position:

This Technician is responsible for correctly weighing and transferring product to finished pouches.

Key Responsibilities:

- Maintain SQF food safety and quality systems and report any concerns to Management.
- Proper and timely completion of staging all material needed for pouching for each station.
- Verifying codes.
- Aseptic handling of finished product and utensils during pouching.
- Perform sample testing, documentation and check in of samples.
- Accurate weighing and transferring of product following blend sheet instructions.
- Proper seals on finished product pouches to ensure food safety.
- Heat sealer verification checks. Ensure that they are performed and documented.
- Operation & cleaning/sanitation of the Weigh-Rite filler.
- Accurately weighing out products used in blends.
- Utensils (clean & autoclave)
- Maintain equipment such as balances, freezers, Weigh-Rite, Heat Sealers, etc.
- Cleaning/sanitizing of blend room and other areas as prescribed by Master Sanitation schedule.
- Responsible for safety as it pertains to daily tasks; PPE, GMPs, etc.
- Master sanitation – ensure complete and documented.
- Assist other departments as directed by Supervisor

Job Specifications:

- High School diploma or equivalent
- Able to lift/carry up to 70 pounds repeatedly
- Ability to respond with a high sense of urgency
- Excellent time management and flexibility
- Able to work in a standing position for extended periods of time
- Able to work in a cold environment

