

Wixon, Inc.
Job Description

Job Title: Setup, Tier 2

Department: Raw Material Warehouse
Reports to: Raw Material Warehouse Supervisor

Classification: Non-exempt
Job Code: 07C699S2
Created/last revised: 4/30/2010 10:44 AM

Job Summary:

Performs setup duties by accurately reading batch tickets and is an entry level position.

Essential Functions:

1. Operates forklift when required to move materials.
2. Maintains Raw Material Warehouse department to accomplish all sanitation/housekeeping objectives.
3. Prepares setup by reading batch tickets including lot numbers, partial weights, whole units, separates, TOS items, substitutions and allergens.
4. Prepares TOS setup.
5. Identifies extraneous materials and follows the reporting procedures.

Additional Responsibilities:

Performs other tasks and responsibilities as assigned.

Qualifications:

Read and write English. Bi-lingual is a plus. Good math skills.

Quality:

Must possess, demonstrate and follow all instructions, procedures and guidelines set forth in all applicable Wixon/ISO/department policies to assure continued quality product is produced.

Physical Demands:

This position requires the ability to lift 100 lbs and roll 350 lb drums.

Working Conditions:

Exposure to hazards of an industrial environment including noise, dust, hazardous materials, machinery, including platforms and ladders, and equipment.

Company Policy:

Must follow company policies as outlined in quality and safety procedures and the Wixon, Inc. employee handbook.