

PRODUCTION OPERATOR
(Clean Room and Industrial)
Levels 1-3
Job description

Reports to: Industrial Production and Warehouse Lead / Clean Room Lead

Status: Full-time, non-exempt status

Classification: Non-regulated, safety-sensitive

Summary: Builds Products per prescribed formulation including labeling and packaging configuration. Production activity can be performed by a single person or group of people in coordinated effort. Produced quantities can be built to Order or built to Stock. Maintain production area and equipment according to operations process and procedure.

Critical Accountabilities and Responsibilities:

** Certain tasks will depend on level of Operator training and if working in clean room or industrial production

1. Performs daily operations and safety checks on equipment prior to using each morning.
2. Safely fills containers with chemicals and other products to complete scheduled production batches by performing accurate weighing, checking, and mixing of specific chemical compounds for product formulations. Verifies product output.
3. Required to understand and perform the formulation of batches using both volumetric and gravimetric processes based on the requirements specified in individual batch records.
4. Follow sequencing procedures at all times to prevent contamination and excess flush/waste.
5. Perform compounding tasks as assigned and depending on training.
6. Obtain formulation samples for lab analysis and COA generation, based on level of responsibility after training.
7. Maintain proper documentation for Lot Control.
8. Set up hose connections, tanks and pumps for processing and cleaning work area for product change out in a timely manner.
9. Handle and log hose flush accumulation.
10. Attention to detail at all times.
11. Package products securely within guidelines and apply necessary labels according to work order instructions utilizing appropriate PPE for operations.
12. Completes required paperwork flow to assure correct inventory levels in the accounting system.
13. Assists Inventory Control by performing semi-annual physical inventories and cycle-counts as required.
14. Must be able to use barcode and scanner technology.

15. Ability to safely operate warehouse equipment including, but not limited to counterbalance forklift, pallet jack, hand truck, scales, and personal protective equipment.
16. Works in a production environment, required PPE to be worn. May occasionally be called to work in other areas of production or shipping and receiving areas.
17. Assists in the “hands on” or “on the job” training of new employees.
18. General maintenance and housekeeping in the production area.
19. Report safety concerns, accidents or product spills promptly (within 24 hours) and take action to contain any spilled product if able to do so in a safe manner.
20. Performs assigned emergency response duties as necessary.
21. Must comply with all company safety, security, quality and environmental standards.
22. Works within the Tarr System Manual built upon the framework of ISO 9001 Quality Management System and Responsible Distribution Process requirements.
23. Performs other duties and assignments as directed by management.

This description reflects the general details considered necessary to describe the principal functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

Qualifications:

1. Must be able to, with or without reasonable accommodation, be able to handle the lifting, pushing, pulling, standing, sitting and other physical demands of this job.
2. Forklift Trained and able to demonstrate appropriate skills for production and cleanroom environment.
3. Must have good math and reading skills. Ability to apply conversion factors and percentages when dealing with pounds and gallons.
4. Speak and read the English language and communicate effectively with others.
5. Must be able to be fitted and annually tested for respirator and other PPE as required.
6. Must have good hand/eye coordination and good motor skills to operate equipment.
7. Must be dependable, reliable and mature enough to handle equipment and chemicals safely and sensibly.
8. Some knowledge of general chemistry is recommended and knowledge of handling hazardous materials is preferred.
9. Must be flexible and able to manage multiple tasks.
10. Must be detail-oriented and accurate with work.
11. General knowledge of warehouse practices and procedures including working knowledge of warehouse equipment, pallet jack, hand truck, scales, and personal protective equipment.
12. Must be able to work in hot/cold/extreme environments.

TARR ACQUISITION LLC

See “Production Operator Levels” program to determine requirements for advancement opportunities based on completed Tarr training and demonstration of corresponding skills and knowledge.