

**Bullseye Glass Co.**  
Job Description

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Department: Production

Position: **Batch Preparer**

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**Lines of Responsibility**

Reports to: Batchroom Supervisor; Plant Manager and Batchroom L2  
Supervises: N/A

**Essential Job Functions**

Prepare noted batch mixtures, per Batch Ticket instructions.  
Complete accurate documentation of all batches prepared.  
Ensure batched barrels are monitored while on the mixers.  
Weekly unloading of delivery trucks.

**Other Job Functions**

Maintain clean work area.  
Operate Powered lift truck in a safe manner.  
Stock bins and totes with raw materials.  
Stock incoming materials in timely and neat manner.  
Monthly inventory.  
Check off list must be completed at the end of every shift.  
Clock out at the end of each shift to shower.  
Following safety protocol: ppe's, shower time, respirators, and lab coat when on break.

**Requisites (Education, Training, Experience, Skills)**

High school diploma or equivalency or six months glass working experience.  
Must be a good listener and have the ability to follow verbal and written instructions.  
Must have ability to be self motivated and operate well with minimal supervision.  
Good attention to detail  
Good math skills

**Training Period**

Six months.

**Physical requirements / Use of Senses**

Standing/walking: Frequently. To move throughout the plant areas.  
Lifting/carrying: Frequently. To move raw material barrels (weighing approximately 250 pounds) utilizing a barrel cart, to staging area, load raw material into batch barrels. Also, to move 50+ pound sacks of raw material.  
Handling/grasping: Frequently. To move raw material barrels (weighing approximately 250 pounds) utilizing a barrel cart, to staging area, load raw material into batch barrels.  
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.  
Finger dexterity: Frequently. To measure raw materials and document procedures followed.  
Near vision: Frequently. To read Batch Tickets for instructions, to document batching procedures.  
Far vision: Frequently. For maneuvering about the plant.

**Mental requirements / Attributes**

Interaction with others: Frequently. Communicates with co-workers and supervisors.

Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with other employees and supervisor in the rotation of job duties assigned on each shift.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly

Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

## **Operation of Equipment / Tools**

Barrel Dolly: Frequently. To move the barrels of raw materials from the mixers to the staging area.

Broom: Frequently. To maintain a clean work area.

Heppa-Vac: Frequently. To remove traces of raw materials from work area.

Measuring Utensils: Frequently. To measure raw materials per batch instructions.

Respirator: Frequently. To protect the employee from any air born raw material.

Scales: Frequently. To measure raw materials per batch instructions.

Shovel: Frequently. To shovel raw material into barrels.

Powered Lift Truck. To stock incoming freight and filling of Bins and totes with various raw materials.