

## **Bullseye Glass Co.**

### Job Description

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Department: Production

Position: **Batch Preparer, Level 1**

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#### **Lines of Responsibility**

Reports to: Supervisor; Plant Manager

Supervises: N/A

#### **Essential Job Functions**

Follow procedures for cleaning and using respirators.  
Prepare noted batch mixtures, per Batch Ticket instructions.  
Weigh, label, and stage cullet needed for the day.  
Clean barrels as needed to prevent cross contamination.  
Complete accurate documentation of all batches prepared.  
Know raw materials by visual inspection.  
Develop a basic understanding of correct barrels and spray lids to use.  
Perform double checks with accuracy.  
Load and unload barrel mixers.  
Ensure batched barrels are monitored while on the mixers.  
Operate E-blenders.  
Perform opening and closing duties.  
Operate Powered lift truck in a safe manner.  
Stock bins and totes with raw materials.  
Receive incoming materials.  
Stock incoming materials in timely and neat manner.  
Report all errors to Lead or Supervisor immediately.  
Monitor silo filling as needed.

#### **Other Job Functions**

Maintain clean work area.  
Follow all company safety and work procedures.  
Pass color recognition test.  
Assist team members as needed.

#### **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  
Ability to work well in a team environment

### **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 - 500 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 - 500 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.