8/1/2023

Job Description
North Plant Machine Operator

SUMMARY
Responsible for the efficient and safe performance of the Hormel line production equipment. If absent, backup Machine Operator will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES
1. Operates the assigned machinery in the most efficient, safe and cost effective way possible as outlined by company policies.
2. Helps maintenance identify and find solutions to equipment challenges.
3. Ensures goods produced meet or exceed company standards.
4. Works closely with the Production Supervisor and Line Leader to plan the production schedule for the shift.
5. Assists the Line Leader with production set up at the beginning of each shift.
6. Helps other line employees with production concerns that may arise.
7. Involved in the training of new personnel.
8. Communicates with the warehouse personnel to ensure all supplies are readily available.
9. Helps keep production supplies organized and in their designated place.
10. Adheres to company Employee Hygiene Practices.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS
This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting up to 50 pounds, and repetitive arm and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT AND MACHINERY USED
Pallet jack, Safety knife, Static Bar ,Conveyer, Tape dispenser, Scanner, Pallet Wrapper

TRAINING REQUIREMENTS
New Employee Orientation and on the job training.

SIGNATURES
Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Tigist Tsegaye — Employee Printed Name

Employee Signature

Date 08/01/23

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

Payroll/Status Change Notice

Employment Agency

CMG

Effective Date _____/_____ **7/21/2023**

Employee _____ **Tigist Tsegaye**
Last First Middle

Department _____

Change(s)

	From	To (or New Hire)
___ Salary/ Wage	$__15.00___ Per ___hour_____	$___17.00__ Per __hr_____
___ Other	$_____ Per _____	$_____ Per _____

Reason For Change(s)

- ☐ Demotion
- ☐ Dept. Transfer
- ☐ New Hire
- ☐ Layoff
- ☐ Other
- ■ Merit Increase
- ☐ Probation Complete
- ☐ Promotion
- ☐ Reevaluation
- ☐ Rehired
- ☐ Resignation
- ☐ Retirement
- ☐ Transfer

Explain reason for change: **Machine Operator for line 2**

Leave of Absence

- ☐ Educational
- ☐ Military
- ☐ Other
- ☐ Medical
- ☐ Family Leave
- ☐ Personal

Comments: _____

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: 6/20/23 From: $ 1500 To: $_____ Reason: Starting wage

Date: _____ From: $_____ To: $_____ Reason: _____

Date: _____ From: $_____ To: $_____ Reason: _____

Change Authorized By: _____ Date: ____/____/____

Change Approved By RF: Karen Walfs Date: 7/31/2023

Change Approved By Agency: _____ Date: ____/____/____

Employee Signature: [signature] Date: 08/01/23