



ATTACHMENT A

Title

Filling Operator

COMPANY INFORMATION

KYODO YUSHI USA INC. is a wholesaler of imported and domestically manufactured industrial lubricants. It owns a state-of-the-art manufacturing facility located in Maize, Kansas, which runs a two-shift operation Monday through Friday.

Benefits offered: PTO, 401(k) Plan, Medical, Dental, Vision, HRA, STD & Life Insurance.

JOB DESCRIPTION

Summary

The Filling Operator is responsible for staging, filling, packaging and labeling finished goods according to defined work orders. Additional responsibilities include cleaning and flushing kettles and lines. The position requires multi-tasking to operate filling equipment, motors, and measuring devices to ensure quality and proper weight of finished products. Filling Operators follow defined procedures and practices to ensure production is safe, efficient and accurate; and remain active during the assigned shift. Operators are required to operate a forklift, and other material handling devices may be required.

Essential Functions

1. Stage pallets and containers required to support filling operations, and ensure packaging is clean and free of debris/contamination.
2. Fill containers according to production work orders in a time sensitive environment.
3. Pull and submit samples to Quality Control department as required.
4. Monitor process equipment, such as pressure gauges and motors, throughout the filling process.
5. Seal and place finished goods on designated pallets.
6. Flush and clean kettle and filling lines to prepare for the next product.
7. Record partial quantities and flush oil then move material to Manufacturing.
8. Notify Lead/Supervisor of any mechanical or material issues.
9. Maintain a clean and safe work area and follow established safety protocols.
10. Perform general housekeeping, maintenance, and organization of the filling and staging areas.
11. Coordinate with Warehouse Lead and assist in receipt of drum trailers and sampling and offloading railcars as necessary.

Competencies

1. Organizational Skills
2. Attention to Detail
3. Teamwork - ability to work with others
4. Conscience of Product Quality

Reports to

Filling Lead

Sales Office

1701 Golf Road, Suite 1-1108
Rolling Meadows, IL 60008
(847) 364.2020

*KYODO YUSHI USA is an
equal opportunity employer*

Manufacturing Facility

12550 W. Larson Road
Maize, KS 67101
(316) 553.4501



Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, warm grease, moving mechanical parts and vibration. Noise level in filling area ranges from moderate to medium. Operators must be able to multi-task and are consistently required to move around to complete filling activities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move objects up to 10 pounds and frequently lift and/or move objects up to 50 pounds. Must be able to move full 55-gallon drums. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Status, Location, Work Hours, and Salary/Wage

- This is a full-time, non-exempt position at the manufacturing facility in Maize, Kansas.
- Work hours are 5:00am-2:00pm (1st shift) and 1:30pm-10:30pm (2nd shift) Monday through Friday.
- Wages start at \$15/hour.

Travel

No travel is expected for this position.

Required Education and Experience

1. High School diploma or GED.
2. Experience in petroleum / chemical filling operations preferred.
3. Prior forklift experience.

Other Duties

- Facility cleaning and organization as required.
- Support of minor facilities maintenance projects as necessary.

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