



**QUALITY and FOOD SAFETY**  
**Pepsi-Cola Bottling Company of Central Virginia-**  
**Charlottesville Plant**  
**330 Seminole Court**  
**Charlottesville, VA 22901**

<b>TITLE: JOB DESCRIPTION – ENTRY LEVEL PRODUCTION MACHINE OPERATOR</b>	
<b>REFERENCE NUMBER: 22000-PCVA-6.2.2-PJD-017</b>	<b>PREPARED BY: Erika Robinson</b>
<b>REVISION NUMBER: 00</b>	<b>APPROVED BY: Sena Becton</b>
<b>REVISION DATE: 10 December 2018</b>	<b>Page 1 of 2</b>

**Job Description**  
Entry Level

**Position:** Entry Level Production Machine Operator  
**Reports to:** Production Manager or Designee  
**Department:** Production  
**Schedule:** Full Time; 4-10 hour days; overtime at supervisor's discretion

**BASIC PURPOSE OR FUNCTION:**

The purpose of this position is to learn various department positions in the production department, including strap-cutting, throwing shells, stacking BIB boxes, etc.  
Must follow all company policies and procedures to ensure the manufacture and distribution of safe and legal products that consistently meet or exceed customer/consumer requirements and adhere to applicable regulations.

**PRINCIPLE ACCOUNTABILITIES:**

**People Management**

- 1.) N/A

**Basic Job Duties & Responsibilities:**

- 1.) Complete assigned daily tasks which may include cutting straps on the bottle line, stacking BIB boxes on the BIB line, or placing shells on the conveyor line on the bottle line. Other tasks may be assigned as required for daily operations.
- 2.) Maintain a clean and sanitary work area.
- 3.) Take out all trash.

**ESSENTIAL REQUIREMENTS:**

- 1.) Proficient at cleaning and maintaining work areas and machinery to ensure both workplace safety and the efficient use of machinery.
- 2.) Knowledge of maintaining a neat and sanitized plant processing environment by following all cleanliness standards.
- 3.) Documented success in effectively cleaning, following all procedures, and maintaining factory machinery and equipment to ensure smooth operations.
- 4.) Must have team work skills; must work well with others.

- 5.) PC literacy or willingness to learn is preferred.
- 6.) English language proficiency and basic reading/writing skills are required.
- 7.) Will have in house training to include basic general safety, chemical control (cleaning practices), Food Safety and Good Manufacturing Practices as well as training on all procedures & job areas.

**PHYSICAL REQUIREMENTS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the duties of this job. Standing & walking 9 ½ hours in a 10 hour day, and sitting 30 minutes in a 10 hour day. Constantly walking around the conveyor line area. Frequently bending to pick up dropped/damaged bottles. Frequently lifting up to 60 lbs. bending, twisting, reaching, squatting, etc. throughout the work day.

**WORKING ENVIRONMENT**

- Production/Warehouse Facility
- The noise level in the work environment is usually moderate to very noisy.
- Will be using cleaning agents, including de-greasers, bleach and acid based cleaners throughout the work day.

<b>Revision #</b>	<b>Date</b>	<b>Changes</b>	<b>Name</b>
00	10 December 2018	New Job Description	E. Robinson