

- Job Title:** Process Technician
- Department:** Operations – Miller, SD
- Reports To:** Operations Coordinator
- Objective:** Coordinate the process operation of the preparation equipment with plant personnel to produce raw soybeans for oil removal and finished soy meal within required product and energy use specifications.

### **Essential job functions**

1. Perform duties required to operate the preparation and finished meal equipment in a safe and efficient manner.
2. Complete the necessary record keeping paperwork required in preparation and finished meal process.
3. Perform the necessary safety checks to maintain the equipment in safe and efficient operating condition.
4. Communicate any process problems that may occur and participate in problem solving.
5. Maintain Master Sanitation Schedule to SDSP sanitation standards.
6. Perform tasks as assigned during operational and non-operational times by the Operations Coordinator.
7. Be able to perform all quality tests on incoming and outgoing products.
8. Ability to train fellow associates and management staff.
9. After six months of service a review will be given of the following areas: basic knowledge of the R.O. system for starting, stopping, and knowing when a problem is occurring; basic knowledge of the boiler concerning operating in the event of a shutdown or start up; basic knowledge of the process and computers, ability to give the qualified technician relief for short periods of time; procedures on sieve analysis, Perten and how adjustments are made; and conduct a walk-through of all areas of the process, ability to identify equipment and explain its purpose to the process.

### **SQF (Safe Quality Food) Compliance**

SQF compliance certifies that SDSP's food safety and quality management system complies with food safety regulations. In turn, our customers are assured that the product has been produced, processed, prepared, and handled according to the highest possible standards.

All Associates are required to comply with SDSP's food safety program and policies, including but not limited to:

1. Keep all work areas clean.
2. Attend required training to gain knowledge and understanding of the food safety program.
3. Articulate the importance of SQF while performing your daily job duties.
4. Represent self and SDSP through personal appearance. Associate must be well groomed and dressed in clean, neat, safe, and suitable clothing for his/her job per SQF and SDSP policy.

## **Qualifications**

### Technical

1. High school diploma or equivalent
2. Good verbal and written communication skills
3. Basic math skills
4. Ability to operate power truck equipment such as payloaders, and skidsteers
5. Maintain a safe, positive work attitude
6. Must be dependable, self-motivated and able to work well with others
7. Previous experience in a related field is preferred, but not required.

### Physical

1. Ability to frequently bend, squat, climb, kneel, sit, stand, walk, handle objects, push, pull, and reach above shoulder level
2. Ability to occasionally crawl and use fine finger movements
3. Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift over 50 lbs.

## **Working Conditions**

1. Exposed to loud noise
2. Work around moving machinery
3. Exposed to marked changes in temperature
4. Potentially exposed to grain dust, fumes, and processing materials
5. Drive motorized equipment
6. Work on or around high structures
7. Occasionally work in confined quarters

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.