



Sun Valley, LLC

Job Title: Paddy Receiving/Pit Operator
Reports To: Paddy Receiving Manager
Department: Mill

Location: SVR Mill
Job Status: Full Time
FLSA: ☐ Exempt ☒ Non-Exempt

Job Summary: Pit Operator is responsible for receiving paddy into designated bins and mitigating cross contamination. Operator will load rice bran, rice hulls, water grass seeds and any other by-product into trucks and railcars. Pit Operator will maintain the designated pit zone clean and sanitary.

Essential Duties and Responsibilities:

- Maintain paddy receiving zone clean, ordinally and safe from hazards
- Paddy receiving – unloading and storing paddy
- Mitigate cross contamination
- Maintain accurate paddy receiving records
- Clean bran warehouse
Operate front loader (Bobcat) and forklift
- Follows and encourages coworkers to understand and adhere to Cal/OSHA regulations and Sun Valley Policies to work safely and efficiently
- Understands and adheres to HACCP/FSSC 22000 food safety standards
- Follows Sun Valley's Good Manufacturing Practices
- All other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Technical Capacity.
- Collaboration.
- Time Management.

Travel:

No travel is expected for this position.

Required Education and Experience:

Forklift Certification or ability to obtain forklift certification within 3 months of assignment to position.

Preferred Education and Experience:

Industry experience preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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Analysis of Physical Demands

Key (Based on typical week):

N=Never R=Rarely (Less than 1 hour per week) O=Occasional (1%-33% of time)
F=Frequent (34%-66% of time) C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 25 lbs.				X		Reach over head/shoulder				X	
25-50 lbs.				X		Reach outward				X	
51-100 lbs.		X				Climb				X	
Over 100 lbs.		X				Crawl			X		
						Kneel/Squat				X	
Pushing/Pulling						Bend/Stoop				X	
Under 25 lbs.				X		Sit			X		
25-50 lbs.				X		Walk-Normal Surfaces				X	
51-100 lbs.		X				Walk-Uneven/Slippery Surfaces			X		
Over 100 lbs.		X				Stand				X	
						Keyboard/Ten Key			X		
Driving						Fingering (fine dexterity)			X		
Automatic Trans				X		Handling (grasping, holding)				X	
Standard Trans						Repetitive Motion – Hands/Feet				X	
Industrial Equipment						Other					
Fork/Boom/Scissor				X		**See SDS if applicable					
Sweeper				X							

Personal Protective Equipment: ☒ Eye Protection ☐ Gloves ☐ Safety Footwear ☐ Face Mask
☐ NIOSH Mask ☐ Gas Meter ☐ Hard Hat ☒ Hearing Protection

Job Hazards: ☒ Lifting Hazards ☒ Trip/Fall Hazards ☒ Exposure to Dust ☒ Exposure to Elements
☒ Exposure to Chemicals ☒ Exposure to Loud Noise ☒ Use of Industrial Machinery
☒ Moving Mechanical Parts ☒ Confined Space ☒ Moving Vehicles ☒ Working at Heights up to 120 ft.

Physical Job Description

Job Title:	Paddy Receiving/Pit Operator
Typical Working Conditions: (Describe environment: exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	<input checked="" type="checkbox"/> Outdoors <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/> Rain <input checked="" type="checkbox"/> Fumes <input type="checkbox"/> Chemicals <input type="checkbox"/> Allergens <input type="checkbox"/> Toxic Chemicals <input type="checkbox"/> Hot Work <input checked="" type="checkbox"/> Equipment with moving parts <input checked="" type="checkbox"/> Compressed Gas Cylinders <input checked="" type="checkbox"/> Noise
Equipment Used: (List all manual and automated equipment used while performing essential functions.)	<input checked="" type="checkbox"/> Fork/Scissor/Boom <input checked="" type="checkbox"/> Hand Tools <input checked="" type="checkbox"/> Power Tools <input checked="" type="checkbox"/> Moisture Probes <input checked="" type="checkbox"/> Digital Scales <input checked="" type="checkbox"/> Computer <input type="checkbox"/> Bagging Machines <input checked="" type="checkbox"/> Sweeper <input checked="" type="checkbox"/> Pallet Jack <input checked="" type="checkbox"/> Ladder
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	<input checked="" type="checkbox"/> Pushing <input checked="" type="checkbox"/> Pulling <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Bending/Stooping <input checked="" type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Sitting <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Climbing <input checked="" type="checkbox"/> Crawling <input checked="" type="checkbox"/> Repetitive Motion <input checked="" type="checkbox"/> Vision: Distance <input checked="" type="checkbox"/> Vision: Close

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. In addition, the position is an "at will" position with the company.



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I have been provided with a copy of this job description. I agree to read carefully. I understand I'm responsible for the responsibilities and essential job duties listed in this description, and it is my responsibility to ask my supervisor for clarification regarding any responsibilities I may not understand.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Name _____ Date _____