



Job Description

Batch Maker

Salary Range: \$11 - \$15 per/hr

Working Hours: Monday – Saturday (40+ hrs a week) Varies by location

Job Summary:

Super Stone, Inc. are pioneers of the decorative concrete industry serving concrete contractors with quality products, support, and training for over 50 years. Super Stone's headquarters is located in Miami, FL with additional fully stocked warehouses.

This position is responsible for a variety of manufacturing duties. This includes product creation, packaging, storage, and labeling in addition to inventory, record keeping, and maintaining warehouse safety, security and integrity. Specific duties and responsibilities may change or be increased as assigned and include, but are not limited to:

Principal Duties and Responsibilities:

- Perform task to obtain raw materials for production, product packaging, product delivery and return & dispose of materials (especially hazmat) properly.
- Loading of raw material, cleaning, and finish product removal of various mixing and packaging machines, pumps, tanks, hoses, and other machines.
- Prepare batches of material, packaging and proper labeling.
- Complete all necessary paperwork for batches and submit to management. Accurately document any and all adjustments and ensure all finished products are within weight specifications and in proper containers with labels.
- Effectively perform minor repairs on misc. equipment with potential of more advanced equipment maintenance.
- Provide personnel coverage as requested.
- Assist with stock control, counting inventory, stocking shelves, organizing products, and ensuring efficient space utilization.
- Operating motorized equipment such as forklifts, mixing machines, bagging machines, front end loader, pallet wrapping, and pallet regulations.
- Receiving, unload, and checking deliveries. Following receiving procedures and complete necessary paperwork.
- Transporting materials and finished products to appropriate warehouse according to safety procedures.

- Ensure warehouse is clean and organized daily including trash removal, lawn maintenance, and facility clean-up.
- Initiate, coordinate and enforce optimal operational policies and procedures including but not limited to health and safety, hygiene and security.
- Report daily to management and report incidents, concerns, and make recommendations for operations and production improvement as appropriate.

Education & Language:

- High School Diploma or GED plus two (2) years of warehouse batch making experience.
- Speak English and Spanish preferred.

Experience, Knowledge, Skills and Abilities:

- Experience in operating a forklift and other mechanical equipment.
- Methods and techniques of manufacturing, packaging, receiving, shipping, and storing equipment, materials and supplies.
- Principles and practices of safe operating of equipment, driving, and health and safety regulations, and record keeping.
- Basic mathematical principles and follow oral and written directions.
- Maintain confidentiality of privileged information obtained in the course of work.
- Pre-employment drug and background screen; random drug testing applies.
- Must be able to lift 95 lbs. May require lifting, climbing, working on slippery or uneven surfaces, bend, kneel, walk or stand for prolonged periods of time, ability to hear and speak in abnormal room sound conditions, and lift horizontally and visually.