



Sunrise Science Products

www.sunrisescience.com

JOB DESCRIPTION

Job Title:	Milling Specialist II	Hours:	40 hours/week (Mon-Fri)
Reports To:	Manufacturing Lead or other management staff	Compensation:	Hourly: \$19 - \$25 per hour

POSITION DESCRIPTION

On a daily basis, this person will:

- Print prepared work orders and labels, and inspect product containers for integrity
- Gather and verify powdered ingredients, weigh ingredients into manufacturing equipment, harvest milled powder mixtures, dispense bulk powder into containers, and label and seal containers for sale.
- Dissolve finished powder in water and measure the pH
- Ensure work areas, tools, surroundings, and equipment are neat and completely clean
- Maintain safe, efficient operating conditions of lab/manufacturing tools and equipment

On a weekly basis, this person will:

- Prepare sterile media and grow yeast strains
- Clean dust from shelving in manufacturing area and warehouse
- Use industrial mop to clean all manufacturing area floors
- Break down cardboard boxes and carry to dumpster along with collected bags of wastebasket trash

The person filling this position may also:

- Pack products into boxes and ship them either domestically and internationally
- Open, inspect, and process incoming shipments of supplies or raw materials

NATURE OF WORK AND SPACE

Most daily tasks must be performed while standing at a counter. You will spend considerable time walking back and forth carrying items between storage and your workspace. This job should be considered highly active, and is a combination of constant physical and mental work. You are expected to be in the work area all day except for breaks, and your work will be regularly monitored.

If you choose not to wear a lab coat, you may get non-hazardous and often sticky powder on your clothes or shoes if you spill. Water may splash on you while you wash equipment and containers. You may decide to change clothes after your work shift is officially over.

You will work in a building with one or two other employees. Additional employees work remotely, and you will interact with them via email, Zoom, and phone calls. Although our space and philosophy are intended to create a comfortable, small company atmosphere, keep in mind that we are not a start-up and that we have Standard Operating Procedures and policies that must be adhered to.

REQUIRED PHYSICAL SKILLS

Required for All Employees

- Hold small, lightweight objects firmly without shaking
- Peel labels from backing and apply centered onto containers and documents
- Clearly write numbers and letters by hand in small spaces
- Hear speech, alarms, phones, and equipment sounds with or without an aid
- See small pieces of lint, fibers, or other contaminants
- Distinguish a range of colors from each other
- Be able to wear a dust mask that securely covers your mouth and nose
- Stand at, and walk back and forth in front of, a counter-high workspace
- Reach to the back of a countertop or refrigerator to clean or retrieve items
- Maneuver a broom or mop, and bend to use a dustpan or pick up small items
- Carry objects (1-20 lb) from storage to work area and back
- Lift and hold small items while cleaning under them

Additional Requirements for this Job Description

- Lift, tilt, reposition, and move 65 lb barrels at chest/counter height
- Maneuver 100 lb cylindrical drums onto a lift table or round dolly, with the aid of an upright dolly
- Stack 50 lb cubes on top of each other up to 4 high
- Move small equipment (up to 50 lb) around within the work area
- Transfer powder, held on small instruments, between containers, without shaking or spilling
- Securely hold laboratory glassware while using and washing
- Wash floors with an industrial mop and bucket
- Break down cardboard boxes, collect trash bags, and carry outside

REQUIRED SCIENTIFIC/PRACTICAL SKILLS

Required for All Employees

- Solid understanding of the meaning and use of decimal points, significant figures, and rounding
- Know what it means to “tare” or “zero” a scale before something is weighed
- Display polished, thorough, well-stated, correctly spelled written communication in English

Additional Requirements for this Job Description

- Experience with the delicate process of accurately taking a small amount of powder from a larger container, putting it into a tared container on a scientific or kitchen-style scale, and adjusting up or down until powder amount is within a target weight range
- Basic familiarity with the concept of “concentration” and “grams per liter”

REQUIRED COMPUTER SKILLS (3+ years of near-daily experience)

Required for All Employees

- High level of comfort using Microsoft Excel and Word in a PC-based operating system
- Ability to accurately and quickly type numbers and letters using a standard computer keyboard
- Professionally compose email, use email threads, and organize messages into folders
- Use an online search engine with tailored search techniques and discriminating judgement
- Properly and securely work with electronic files that are shared with others

Additional Requirements for this Job Description

- Extremely comfortable using online stores to check pricing and place orders
- Able to quickly learn specific label-printing and shipping software programs
- Familiar with database and/or accounting software programs

PERSONAL ATTRIBUTES THAT COMPLEMENT OUR TEAM

- You are naturally driven to demonstrate consistent, highly accurate, exceptional quality work.
- Your commitments to precision and a disciplined work ethic produce an unfailing focus on repetitive tasks.
- Your vigilance against variance, and your courage to speak up, ensure product and process integrity.
- You are a well-rounded problem solver whose meticulous attention to detail fosters trust and accountability.
- You instinctively strive to do things right the first time, and are a quick, comprehensive learner who does not look for short-cuts.
- You are a responsible, respectful, rule-follower who appreciates the balance between the critical role of Standard Operating Procedures and the need to evolve with changing variables.
- You enjoy helping others in a responsive environment with shifting goals, and you are up to the challenge of eagerly switching gears without losing energy.
- You are a patient, kind, organized list-maker who is passionate about sorting, categorizing, and labeling.
- You are thoughtful, well-spoken, and your professional demeanor makes you approachable and open to collaboration.
- You are ready to be an integral part of a dynamic group, and can be depended upon to consistently champion the needs of the company and the requirements of sharing space with others.

IMPORTANT THINGS TO KNOW BEFORE YOU APPLY

- Personal phones and other electronics may not be used, listened to, or monitored during work hours. Absolutely NO exceptions. This includes music, sound effects, podcasts, books, videos, and the like. If you are someone's emergency contact, provide the Company phone number while you are at work.
- Company business involves the use of powdered, non-hazardous chemical ingredients. Regardless of your position or location in the company, at times it may be desired or necessary for you to temporarily tie back long hair and/or wear a dust mask that completely covers your mouth and nose. Closed-toe shoes are required in most areas of the company.
- All candidates who will be interviewed in our manufacturing facility must return a signed copy of our Proprietary Information Agreement at least one day before the interview.
- Offers of employment must be accepted or rejected within 48 hours of receipt. As a condition of starting and continued employment, all employees are required to agree with and abide by our Workplace Policies & Code of Conduct and Proprietary Information Agreement documents.