



Job Listing:

Process Operator Trainee

Posting Date: November 24, 2025

Position open until filled.

Job Summary:

The process operator trainee is entrusted with overseeing and operating the entire facility to ensure production continues.

Responsibilities:

- Operate the process safely and efficiently to the best of your ability. Focus on maximizing production time and monitoring the performance of individual process components. Report any concerns to both maintenance and the manager immediately.
- Oversee and coordinate the actions of the bagger and grinder to keep operations running.
- Work with the grinder to maintain feedstock flow, which will produce a good pellet for the purpose.
- Take readings and maintain appropriate documentation as informed by the manager in order to stay in compliance with the PA DEP AQP.
- Maintain a log of production and concerns as decided in cooperation with the manager.
- Maintain a clean and safe work area. This will include sweeping, cleaning, organizing, and decluttering.
- After cleaning the area up at the end of the shift, survey the entire work area as defined above for any fire or ignition concerns, eliminate the situation, and report concerns to both the plant closer and the manager.
- If closing the plant, survey the entire plant for ANY fire or ignition concerns, eliminate the situation, and report concerns to the manager immediately.
- Periodically clean out the area in the pit as determined by the schedule.
- Minimize personal cell phone use while on the clock.
- Report any concerns to the manager immediately.
- Carry out any "extra" tasks in a timely manner as determined and requested by the manager, including working

Physical Requirements:

Ability to climb steps and ladders, and lift 40 pounds or more.

This is a full-time position, and wages are based on qualifications and experience. Benefits include medical/vision/dental, simple IRA, supplemental insurance, and vacation. We encourage anyone with the experience and skills we are seeking to apply.

Note: All employees may be called upon to perform other tasks not listed in their job descriptions to improve our efficiency and customer service.

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PHONE CALLS WILL NOT BE ACCEPTED

M/F/V/D-EEO