

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position Title Process Assistant	Department Process	Date 7/10/19
Reports to Process Supervisor		FLSA Classification Non-Exempt

General Summary

The Process Assistant is responsible for following cook directions, verifying ingredients for the product, and filling out batch forms. They are also responsible for following the direction of the Process Technician to make sure product is ready to package when it should be and to ensure the HACCP guidelines, GMP’s, and SSOP’s are followed.

An employee working in this area is expected to operate as a member of a team, which includes assisting one another as needed. In the absence of the Process Assistant either another Process Assistant or an employee cross trained in that skill and that understands the food safety job requirements will perform this job function.

Duties and Responsibilities

- Complete pre-flight checklists.
- Maintain raw materials staged, in use, and returned in a manner consistent with plant quality, GMP, safety, and sanitation policies.
- Demonstrate a full understanding of the company’s safety policies, HACCP Plan, GMP’s, and SSOP’s.
- Follow the Process Technician directions thoroughly
- Gain knowledge of each ingredient, its specifications and allergen status.
- Accurately measure, weigh, blend, and dump all raw materials to be batched for appropriate recipe (s).
- Cook ingredients to specified standards.
- Perform process checks on all batches to ensure product quality.
- Follow the cook directions thoroughly
- Responsible to accurately check and legibly complete and /or sign all appropriate paperwork and documentation.
- Work safely while lifting and operating equipment
- Clean equipment as necessary.
- Accurately mark contents of any raw materials left over from batching before returning them to the warehouse.
- Relieve other process assistants as needed.
- Operate hand pumps, scales, hand jack, and fork lift.
- Maintain housekeeping, GMP’s, and safety in work area.
- Inform supervisor of any issues that may affect the product manufacturing process.
- Comply with all plant rules and policies, including those that pertain to operating procedures and the product manufacturing process.
- Maintain reliable attendance, including overtime as needed.
- Responsible for wearing uniform on daily basis.
- Notify the supervisor of any given issue immediately.

- Inform Supervisor of any deviations of the process immediately to obtain and follow proper action.
- Perform other duties as needed or assigned by management.

Education Requirements

High school degree or GED.

Previous Experience Requirement

Will train, however, previous experience in a food manufacturing setting preferred. Forklift experience preferred.

Knowledge and Skills Needed to Perform Effectively in this Position

- Mathematical aptitude sufficient enough to perform the duties of the position which include but are not limited to following cook directions, weighing and verifying ingredients.
- Ability to interact with other employees in a professional and courteous manner.
- Ability to complete assignments with minimal direction.
- Good interpersonal and communication skills.

Physical Dimensions

Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner.

	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
<ul style="list-style-type: none"> ■ Seeing: Must be able to read documents and use equipment. 				X
<ul style="list-style-type: none"> ■ Hearing: Must be able to hear well enough to communicate with internal and external contacts. 			X	
<ul style="list-style-type: none"> ■ Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel/navigate throughout the facility. Must be able to lift 60 pounds without assistance. 				X
<ul style="list-style-type: none"> ■ Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job. 		X		
<ul style="list-style-type: none"> ■ Fingering/Grasping/Feeling: Must be able to grip/grab objects. 				X
<ul style="list-style-type: none"> ■ Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, wet, humid, draft, fumes or various combinations of same. 				X

Expectations

- Adheres to Company Policy and Procedures.
- Acts as a role model within and outside the Company.
- Treat all customers, coworkers and others with dignity and respect.
- Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested.
- Maintains a positive and respectful attitude.
- Communicates regularly with Management about job-related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position.

- Satisfactorily meet performance levels, goals and objectives.
 - *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
 - *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
 - *This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*