

*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.*

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

**General Summary**

The Process Technician is responsible for ensuring that all assigned batches adhere to food safety and quality requirements by verifying ingredients for the product, following cook directions, and following documentation protocols. They are also responsible for assigning job duties to Process Assistants, working with the schedule 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**

- Verify Pre-flight checklists are completed by the process assistant.
- Verify each ingredient is properly weighed and staged for each item.
- Verify product ingredients before adding to the batch.
- Demonstrate a full understanding of the company's safety policies, HACCP Plan, GMP's, and SSOP's.
- Maintain 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 high skilled cooking techniques, such as sautéing.
- Perform process checks on all batches to ensure product quality.
- Ensure equipment is cleaned as necessary, assisting as needed.
- Responsible to accurately check and legibly complete and /or sign all appropriate paperwork and documentation.
- Maintain raw materials staged, in use, and returned in a manner consistent with plant quality, GMP, safety, and sanitation policies.
- Operate and take corrective action on equipment to ensure adequate flow of product to the line.
- Inform supervisor of any issues that may affect the product manufacturing process.
- Ensure the contents of any raw materials left over from batching are accurately marked before returning them to the warehouse.
- Operate hand pumps, scales, hand jack, and fork lift.
- Maintain housekeeping, GMP's, and safety in work area.
- 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.
- Participate in and contribute to training programs, as designated by the company, that are periodically required to enhance safety, quality, cost, or job performance.

- Comply with all plant rules and policies, including those that pertain to operating procedures and the product manufacturing process.
- Perform other duties as needed or assigned by management.

**Education Requirements**

High school degree or GED.

**Previous Experience Requirement**

1-2 years' experience in food manufacturing, preferably processing required. Demonstrated leadership skills.

**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 %
■ <b>Seeing:</b> Must be able to read documents and use equipment.				X
■ <b>Hearing:</b> Must be able to hear well enough to communicate with internal and external contacts.			X	
■ <b>Standing/Walking/Mobility/Lifting:</b> Must be mobile and be able to travel/navigate throughout the facility. Must be able to lift 60 pounds without assistance.				X
■ <b>Climbing/Stooping/Kneeling:</b> Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.		X		
■ <b>Fingering/Grasping/Feeling:</b> Must be able to grip/grab objects.				X
■ <b>Environmental Conditions:</b> 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.*