

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 Production Operator I	Department Production	Date 7/10/19
Reports to Production Supervisor		FLSA Classification Non-Exempt

General Summary

Perform duties related to the inspection and packaging of finished product. 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 Production Operator I either another Production Operator I 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.
- Operate and take corrective action on equipment to ensure adequate flow of product to the line.
- Observe and evaluate the packing material as needed.
- Packages product to meet specification requirements; quantity.
- Inspects finished product before packing; stops line and notifies line supervisor of discrepancies.
- Verify that inventory is properly boxed for shipping.
- Responsible to accurately check and legibly complete and /or sign all appropriate paperwork and documentation.
- Demonstrate a full understanding of the company’s safety policies, HACCP Plan, GMP’s, and SSOP’s.
- Maintain raw packaging materials staged, in use, and returned in a manner consistent with plant quality, GMP, safety, and sanitation policies.
- Participate in and contribute to training programs, as designated by the company, that are periodically required to enhance safety, quality, cost, or job performance.
- Maintain housekeeping, GMP’s, and safety in the 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.
- Comply with all plant rules and policies, including those that pertain to operating procedures and the product manufacturing process.
- Perform all other duties as assigned.

Education Requirements

High School Diploma or GED Preferred.

Previous Experience Requirement

Will Train, Prior Manufacturing Experience Preferred.

Knowledge and Skills Needed to Perform Effectively in this Position

- Ability to work with numbers in a timely and accurate fashion.
- 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 %
■ Seeing: Must be able to read documents and use equipment.				X
■ Hearing: Must be able to hear well enough to communicate with internal and external contacts.				X
■ Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel/navigate throughout the facility.			X	
■ Lifting: Must be able to lift 50 pounds without assistance.		X		
■ Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.		X		
■ Fingering/Grasping/Feeling: Must be able to grip/grab objects.				X
■ 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.

- *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.*