

	JOB TITLE: Production Worker	Job Description
	Position Reports to: Production Supervisor	Effective Date: 1/25/2021
Department: Formulation or Packaging		
HR Only – FLSA Code: Non-Exempt		Type of Job: Full-Time

JOB DESCRIPTION SUMMARY

The role of the Production Worker is to perform necessary functions in order to efficiently, safely, and correctly prepare and process raw material to prepare it for cooking or packaging in preparation for shipment to customer.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position shall consist of, but not be limited to, the following:

- Reports to assigned line at the start of the shift ready to work.
- Follows daily production schedule and achieves specified goals.
- Sets-up and performs changeover procedures of machine in accordance with operating standard protocols and machine settings.
- Ensures product conforms to specifications, are correctly labeled, and identified for proper disposition.
- Moves finished pallet with pallet jack into warehouse.
- Prevents and minimizes rework and/or inedible.
- Returns from breaks in a timely manner.
- Completes paperwork accurately and timely.
- Attends all department and company scheduled meetings.
- Maintains a safe, clean and organized work area.
- Reports all accidents and deficiencies to the Lead or Supervisor.
- Ensures guards are in place and working properly.
- Follows set company and OSHA safety rules, regulations, and guidelines at all times.
- Follows Good Manufacturing Practices (GMPs), Hazard Analysis and Critical Control Point (HACCP) training, along with company pre-requisite programs, Standard Operating Procedures (SOP's), and Standard Sanitation Operating Procedures (SSOP's).
- Performs other duties and responsibilities, as necessary.

Formulation

- Adds ingredients to batch and verify against formulations in blending system.
- Loads meat into machine(s) and/or combos and/or v-mags using appropriate tools and techniques.
- Loads meat racks/trucks.
- Visually monitors meat for quality.
- Maintains accurate records, washing and sanitizing carts, racks, and trucks.

Ready to Eat:

- Places finished product into unit packaging, caddy and/or case, and places onto pallet.
- Cuts product with cheese slicing machine, delinker, stick cutter or scissors.
- Washes down packing line in between species of meat and allergen products; washes and sanitizes carts.
- Stacks boxes onto pallets, prepares the pallet with cardboard wrapping, manually shrink wrapping, and pulling/pushing pallets with manual pallet jack.

REQUIRED EDUCATION AND EXPERIENCE

Required Education: None

Required Experience: None

Preferred: Knowledge of warehouse and assembly line experience is a plus.

REQUIRED SKILLS, KNOWLEDGE and ABILITIES:

- Able to work in a fast-paced environment.
- Able to perform repetitive tasks.
- Is dependable and able to work scheduled hours.
- Able to follow directions.
- Good communication skills.
- Able to work independently and with other team members.
- Able to perform duties with minimal supervision.
- Excellent attendance and dependability
- Strong attention to detail
- Able to work in a fast-paced environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a team member to be successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the team member is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The team members occasionally required to walk, bend, stoop, and squat or kneel. The team member must occasionally lift and/or move up to 40 pounds in RTE; frequently lift and/or move up to 50 pounds in Formulation. The team member will frequently stand for a 8-10 hour shift. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. The work environment is a plant / office setting with varying degrees of temperatures and noise levels. Exposure to manufacturing equipment movement and wet / slippery floors. The vast amount of work is conducted in a production environment with the odor and possible contact of meat (pork, beef, & chicken), spices and sauces. No Travel required.

Disclaimer:

This job description is intended to generally describe the nature and level of work to be performed by team members in this position. It is not intended to be construed as an exhaustive list of all responsibilities and skills required of team members performing this role.

Team Member Signature

Date Received