

JOB DESCRIPTION

Job Title: <p style="text-align: center;">Packaging Shift Leader</p>	Date: <p style="text-align: right;">April 2005</p>
Reports To: <p style="text-align: center;">Operations Manager</p>	FLSA Status <p style="text-align: right;">Non-Exempt</p>

SUMMARY/PURPOSE

Responsible for all aspects of the packaging department including accurate pack size, accurate case labeling, date coding, and accurate loading of customers' trucks. Oversees the training of new packing employees. Regulates food safety control points for the packing department.

ESSENTIAL JOB FUNCTIONS

1. Inspects and logs the temperature and cleanliness of each truck picking up product.
2. Instructs truck drivers to turn on refrigerator / freezer units.
3. Checks the accuracy of each pallet to match the packing slip.
4. Ensures that every case is date-coded.
5. Immediately informs supervisor of any shortages on a packing slip.
6. Organizes the freezer so that a customer's entire order is kept together.
7. Maintains Good Housekeeping Standards by cleaning machines, mopping, sweeping, organizing and removing trash in the packing area, cooler, freezer and loading dock.
8. Performs assigned daily, weekly and monthly cleaning assignments.
9. Immediately cleans up any spills.
10. Ensures all safety procedures are followed.
11. Ensures proper operation of all packaging machinery, including metal detection.
12. Determines whether or not to call for maintenance on a machine.
13. Reports, either over the phone or in the log book, any unusual or unacceptable employee activities.
14. Accurately completes product quality log sheets in a timely manner.
15. Monitors air quality inside the bakery and takes appropriate action as needed.
16. Responds to the back door bell and decides whether or not to grant access; directs visitors to the administrative door for proper sign-in.
17. Makes care decisions if an employee is injured.
18. Evacuates the building in the event of a fire or other emergency.
19. Calls 911 without delay as needed.
20. If management is not on-site, contacts the general manager and the operations manager for advice or to alert management to any kind of situation requiring management attention.
21. Monitors all production employees and ensures all employees are accounted for.

ADDITIONAL JOB FUNCTIONS

1. Performs other job related duties as required.

JOB DESCRIPTION

REQUIRED SKILLS AND EXPERIENCE

Educational Background and Experience

1. One-two years' previous experience in packaging required.
2. Proficiency in English required.

Knowledge, Skills and Abilities

Functional Skills

3. Must be able to perform simple mathematical functions such as adding and subtracting.

Personal and Interpersonal Skills

4. Must be able to read, write and understand English. Must be able to communicate effectively with managers, supervisors, owners and staff members.
5. Proven skill in working with a variety of people, based not only on legally-protected classifications but also differences in communication styles, learning styles and other differences.
6. Clear communicator: Must demonstrate ability to provide clear instructions and explanations to others.
7. Demonstrated skill in positively contributing to a motivating work environment
8. Demonstrated ability to maintain the highest ethical standards in the work environment
9. Demonstrated skill in earning and keeping co-worker and direct reports' trust, and in demonstrating personal and professional integrity.

Operating Skills

10. Organizing: Demonstrated skill in organizing work, setting priorities and planning ahead required.

Energy and Drive

11. Perseverance: Demonstrated skill in working toward goals despite encountering obstacles.
12. Drive for Results: Focus on and commitment to achieving outcomes required.

JOB DESCRIPTION

Job Demands and Conditions Analysis

Packaging Lead

O = Occasional, less than 1 time per week
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
C = Consistent, more than 2/3rds of the time
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting					Works alone				x
Standing				X	Works with others				
Walking				X	Customers contact	X			
Lifting - up to 50 pounds				X	Shift work				X
Carrying				X	Extended day		X		
Pushing/Pulling				X	Cold		X		
Bending at waist				X	Heat			X	
Twisting upper body			X		Temperature changes			X	
Climbing					Wet		X		
Balancing					Humid			X	
Kneeling					Noise				X
Crouching		X			Confined area				
Repetitive Motions		X			High places				
Reaching			X		Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				X
Talking			x		Electrical hazards				
Hearing			X		Explosive materials				
Vision acuity - near				X	Fumes				
Vision acuity - far			X		Odors				
Depth perception			X		Dusts				X
Field of vision			X		Mists		X		
Color vision			X		Gases				
Driving					Poor ventilation				
Other					Slippery floors		X		
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks					Work with solvents				
Computers					Work with acids, corrosives				
Telephones									
Operating bakery molders/dividers/sheeters			X		Must be able to exert up to four hours well-paced mobility			X	

** This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*