

## **JOB DESCRIPTION**

<b>Job Title:</b>  <b>Production Assistant</b>	<b>Date:</b>  <b>December 2010</b>
<b>Reports To:</b>  <b>Production Manager</b>	<b>FLSA Status</b>  <b>Non-Exempt</b>

### **SUMMARY/PURPOSE**

The purpose of this position is to portion dough and load pans according to product specifications and department standards.

### **ESSENTIAL JOB FUNCTIONS**

1. Sets up machines to shape dough for the specified product.
2. Monitors machine operation and records sampling measurements.
3. Follows SOPs in forming operations.
4. Makes sure job tickets are completed accurately and accompany product on rack.
5. Maintains a clean work area, including the floor.
6. Handles machines carefully and cleans them after use, according to dept. standards.
7. Assists in finishing products by adding oils, herbs, onion rings, seeds.
8. Complies with all safety guidelines and rules.

### **ADDITIONAL JOB FUNCTIONS**

1. Performs other job related duties as required.
2. Follows Good Manufacturing Practices (GMPs) at all times.

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### **REQUIRED SKILLS AND EXPERIENCE**

- Must be able to stand and exert well-paced mobility for up to four (4) hours.
- Must be able to bend, stoop and move up to 50 pounds frequently.
- Must possess finger and hand dexterity for working on machines with hand tools.
- Must demonstrate cooperative behaviors such as effective communications with others and showing respect for others at all times.
- Demonstrated ability to be punctual.
- Demonstrated reliability in attendance and consistency in performing job duties.
- Must demonstrate ability to follow standard procedures, with excellent attention to detail.

### **ADDITIONAL SKILLS AND EXPERIENCE**

Working knowledge of English language preferred; at least limited English language required.

# JOB DESCRIPTION

## Job Demands and Conditions Analysis

### Production Assistant

O = Occasional, less than 1 time per week F = Frequent, from 1/3 to 2/3rds of the time

S = Some, less than 1/3 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			X	
Walking		X			Customers contact				
Lifting			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					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				
Color vision		X			Gases				
Driving					Poor ventilation				
Other					Other				
<b>EQUIPMENT OPERATION</b>					<b>EXPOSURE TO SUBSTANCES</b>				
Driving cars/ light trucks					Work with solvents				
Computers					Work with acids, corrosives				
Telephones									
Bakery Sheeters/Molders/Dividers				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.*