

JOB DESCRIPTION

Job Title: Mixer	Date: December 2010
Reports To: Production Supervisor	FLSA Status Non-Exempt

SUMMARY/PURPOSE

The purpose of this position is to accurately scale and mix doughs, and to record production-related information accurately.

ESSENTIAL JOB FUNCTIONS

1. Follows production schedule by mixing batches as indicated.
2. Reports mixing mistakes promptly.
3. Scales all ingredients accurately, according to recipe.
4. Mixes dough for appropriate length of time, according to recipe.
5. Keeps ingredients in the right place. Handles ingredients carefully to cut down on flour dust in the air, and dust in the facility.
6. Documents lot codes of ingredients used accurately.
7. Notifies Quality or R&D Baker of recipe variances.
8. Maintains a neat, sanitary work area
9. Complies with all safety guidelines.

ADDITIONAL JOB FUNCTIONS

1. Complies with all portion sizes, recipes, quality standards, department rules, policies, and procedures.
2. Performs other job related duties as required.
3. Maintains Good Housekeeping Standards by performing daily, weekly, and monthly cleaning tasks

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.

JOB DESCRIPTION

Job Demands and Conditions Analysis

Mixer

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		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		X			Wet			X	
Balancing					Humid			X	
Kneeling	X				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				
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks					Work with solvents				
Computers					Work with acids, corrosives				
Telephones									

** 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.*