

POSITION DATA					
JOB TITLE:	Repack General Labor Dumproom	JOB CODE:	21RGLD	LOCATION:	Brockport
DEPARTMENT:	Production	REPORTS TO:	Repack Production Group Leader	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>Provides support to dump room lift truck operators, dock checkers, and dump operators to ensure accurate completion of the daily production schedule.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ● Verifies accuracy of bulk items assigned to run, with those listed on the production schedule. ● Communicates any bulk product deviations from the production schedule to the M-R Room Group Leader. ● Collects and empties all full, good product tubs back into the operating system. ● Scrapes and sweeps catwalks and floor areas. ● Opens, sorts, and breaks down product totes as required. ● Stacks and straps dunnage totes as required. ● Sorts and stacks tote pallets as required. ● Works in a manner that conforms to all facility GMP's, food safety practices, and company policies and procedures. ● Relieve primary room lift truck operators in the event of absences and for break periods (if qualified). ● Final sweep at the end of shift. ● Performs in a safe work manner and adheres to all the safety policies and procedures. ● Maintains good housekeeping conditions for the dock checking, scale and product crushing areas. ● All additional M-Room/R-Room duties as assigned. ● Help to produce the highest quality of finished product ● Adhere to all company Good Manufacturing Practices (GMP's) ● Demonstrate a personal commitment to safety ● Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Ability to work in a team environment 				
PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 40lbs. Occasionally up to 100lbs ▪ Occasional pushing/pulling up to 100lbs. ▪ Occasional bending, squatting, twisting, climbing, crawling, dexterity, driving ▪ Frequent reaching, standing, sitting ▪ Constant walking ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Medium – Heavy</p>				
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions 				

Repack General Labor Dumproom Position Description

	<ul style="list-style-type: none"> ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
EXPERIENCE	No experience required
EDUCATION	High School Diploma or Equivalent Preferred

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.