

POSITION DATA/DATOS DE POSICIÓN					
JOB TITLE:	Utility	JOB CODE:	UTY	LOCATION:	LOCATION:
DEPARTMENT:	Production	REPORTS TO:	Production Supervisor	FLSA STATUS:	Non-Exempt
JOB SUMMARY/RESUMEN DE TRABAJO					
<p>General labor in a frozen food packaging environment. May operate machinery and pack/stack boxes on a packaging line, that vary based on packaging needs. Duties include but are not limited to, Dump Station Attendant, Packer, Stacker, and Cleaning/Sanitation. The working environment is cool, loud, and wet. Duties will alternate throughout the course of a shift.</p> <p>Nortea Foods Inc. is dedicated to ensuring the safety of its employees, and food products and meeting the requirements of the BRC Version 8 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</p>					
ESSENTIAL FUNCTIONS/FUNCIONES ESENCIALES					
<ul style="list-style-type: none"> ● Ability to freely move in conjunction with tasks assigned, including packing, stacking, and dumping products. ● Ability to operate hydraulic levers; utilize hoses for cleaning; utilize safety equipment when needed/prompted; utilize knives as needed and when required. ● Ability to follow instructions on safe food practices at all times and compliance with all Local, State and federal Guidelines for Food Handling. ● Follow all Company and Facility Policies - Related to Safety and Quality Standards. ● Good Housekeeping must be maintained at all times of operation. ● Responsible for inspection of products (raw and finished) for defects. ● Maintains all equipment and tools in a safe and clean manner. Responsible for sanitary activities of equipment and tools. ● Responsible for maintaining accurate inventory counts during packaging runs. ● The ability to quickly move your hands and arms to grasp, manipulate, or package objects. ● 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, and quality issues and initiate action, as necessary. ● Any other tasks assigned by management. 					
QUALIFICATIONS/CALIFICACIONES					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● Must have good attention to detail and accuracy. Willing and able to work and function in a team environment. ● Ability to effectively communicate both written and verbally. ● Ability to work with all levels of the organization. 				
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"> ▪ Standing, sitting, walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, grasping/pinching, lifting up to and including 50 lbs ▪ 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: Moderate</p>				

<p>WORK ENVIRONMENT</p>	<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 ▪ Wet conditions ▪ Extended exposure to cold environment ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts
<p>SAFETY REQUIREMENTS</p>	<p>PPE: Safety shoes, ear plugs, bump cap, safety glasses</p>
<p>EXPERIENCE</p>	<p>6 months relevant work experience, food environment preferred</p>
<p>EDUCATION</p>	<p>HS Diploma or GED equivalent</p>

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 Foods Inc. 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 a time to meet with their supervisor if they believe their position description needs updating or if they have questions.