



JOB DESCRIPTION

TITLE: Lead
DEPARTMENT: All Departments
REPORTS TO: Department Supervisor or Manager
DATE WRITTEN: April 19, 2022

GENERAL SUMMARY

This position is responsible for completing assigned tasks and duties in the assigned department. Specific duties may include some or all of the tasks listed below in the “primary responsibilities and duties” section.

PRIMARY RESPONSIBILITIES & DUTIES

- Advocate and work safely and follow all safety rules
- Maintain good housekeeping and follow all GMP’s (Good Manufacturing Practices)
- Work at various positions on an assembly line or other areas within the plant
- Report any issue found with equipment, materials, and/or finished products, including foreign objects
- Monitor and coordinate activities to ensure efficiency and quality
- Provide training and guidance to employees regarding operational tasks
- Suggest changes in the number of personnel required, depending on production requirements
- Ensure changeovers are completed timely and efficiently
- Make observations of quality and productivity and report to management
- Identify efficiencies as well as quality and process improvements
- Work independently with limited supervision
- Assemble, set-up, break-down, and inspect all equipment in the assigned area
- Operate equipment and machines; handles/moves product through the manufacturing process
- Measure, add, grind, and/or mix ingredients and other raw materials; follow recipes/formulas
- Responsible for the quality, sanitation, and line performance of each line
- Perform all duties required to produce a good quality product included, but not limited to, quality checks, equipment set-up, maintain operational parameters, and equipment performance
- Report any and all safety concerns
- Perform all duties necessary to meet third party audit requirements as well as other standards prioritized by the company, to include SQF, HACCP, FSMA, USDA, FDA, etc.
- Utilize tools and equipment required for each task, including hand trucks, forklift, or other lifts
- Report on and track productivity using computers, iPads, or other technology
- Any and all other duties, as assigned

DESIRED QUALIFICATIONS

- **Experience**
 - Previous experience in a food manufacturing plant, or equivalent
 - Experience operating machinery desired
- **Skills and Knowledge**



Together, Serving Up World Flavors.

- General working knowledge in HACCP and Quality plans
 - Training in GMP's, Safety, SQF, CQP, FSMA
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- **Education**
 - High School or GED desired

PHYSICAL REQUIREMENTS

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting - up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting - up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting - up to 30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting - up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting - over 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Job functions may be subject to modification at the Company's discretion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if requested and approved.