



Job Title: Production Associate
Job Code: 170101
Department: Production
Reports to: Production Supervisor
Prepared By: Human Resources
FLSA Status: Non-exempt
Preparation Date: June 2024

POSITION SUMMARY:

Under the leadership and guidance of the Production Supervisor, the Production Associate will be able to perform various production tasks in both Raw and RTE production of cookies, cakes, and pies.

ESSENTIAL FUNCTIONS:

- Operates depositing equipment and troubleshoots small problems. Contacts the Production Supervisor for larger issues.
- Monitors the quality of product being produced and notifies the Production Supervisor of any quality issues.
- Completes production paperwork as required timely and accurately.
- Packs product into packaging according to company standards.
- Moves baking racks to different areas of the production floor according to different stages of production.
- Loads the baking racks with pans from top to bottom.
- Unloads the baking pans to the packing line from bottom up.
- Loads the denester with clamshells. Palletizes completed cases onto a pallet according to pallet pattern for shipment.
- Follows compliance requirements of Good Manufacturing Practices (GMP), Safe Quality Food (SQF) guidelines, and Food & Drug Administration (FDA) regulations.
- Demonstrates reliable attendance and preparedness for each shift in proper uniform.
- Trains other employees as requested by the supervisor.
- Maintains a clean work area throughout shift.
- Completes required monthly trainings as directed.
- Performs other duties as assigned by Production Supervisor.

COMPETENCIES:

To perform this job successfully, the Production Associate must be self-motivated, able to problem solve, detail-oriented, and able to stay on task. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Responsible for ensuring Good Manufacturing Practices, Food Defense, and SQF Programs.
- Self-motivated, with the ability to multi-task, prioritize, and adapt well to change.
- Ability to demonstrate strong teamwork skills, working collaboratively with peers to achieve common goals and contribute to a positive and productive work environment.
- Ability to communicate effectively with the team and supervisors, both verbally and in writing.

EDUCATION AND EXPERIENCE:

High school diploma or GED preferred but no required

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Job Analysis/Job Description Physical Activities Checklist
Job title: Production Associate

Production Associate

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing, or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	C
Adjusting or moving objects up to 15 pounds in all directions.	C
Communicating with others to exchange information.	O
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	O
Operating motor vehicles or heavy equipment.	N

Environmental Conditions <i>Check all that apply</i>	Frequency
Low temperatures.	C
High temperatures.	C
Outdoor elements such as precipitation and wind.	N
Noisy environments.	C
Hazardous conditions.	N
Poor ventilation.	N
Small and/or enclosed spaces.	N
Adverse environmental conditions expected.	N

Physical Demands <i>Check only one</i>	Frequency
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	C
Medium work that includes moving objects up to 50 pounds.	O
Heavy work that includes moving objects up to 100 pounds or more.	N

Disclaimer:

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

EEO Statement:

J&J Snack Foods Corp. is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, employees and applicants for employment based on actual or perceived Federal, State and local laws that prohibit employment discrimination on the basis of race, color, age, national origin, ethnicity, alienage, religion or creed, gender, gender identity, pregnancy, marital status, sexual orientation, citizenship, genetic disposition or characteristics, disability or veteran's status, sex offenses, prior record of arrest or conviction, genetic information or

predisposing genetic characteristic, status as a victim or witness of domestic violence, sex offenses
or stalking and
unemployment status.

The signature below indicates the team member's understanding of the requirements, essential
functions, and duties of the position.

Team Member _____ Date _____