



Job Title: Oven Operator
Job Code: 170082
Department: Production
Reports to: Production Supervisor
Prepared By: Human Resources
FLSA Status: Non-exempt
Preparation Date: June 2024

POSITION SUMMARY:

Under the guidance of the Production Supervisor, the Oven Operator is responsible for setting up and operating the oven to ensure products are baked to the correct internal temperature, guaranteeing safe and high-quality outcomes.

ESSENTIAL FUNCTIONS:

- Performs pre-op start-up procedures ensuring the over area is clean and ready for use.
- Maintains and records correct temperatures and settings according to product specifications.
- Completes oven/bake time work sheets and records where necessary.
- Ensures that product meets specification requirements.
- Addresses equipment issues or product specification deviations per the Production Supervisor's instructions.
- Contacts the Production Supervisor for any persistent major problems with the ovens.
- Makes any adjustments to the oven according to the product baking profile or instructions by a department supervisor.
- Responsible for reporting food safety and quality issues to leadership.
- Follows compliance requirements of Good Manufacturing Practices (GMP), Safe Quality Food (SQF) guidelines, and Food & Drug Administration (FDA) regulations.
- Follows all OSHA and food safety rules.
- 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 Oven Operator 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:

- H.S. Diploma or GED preferred but not required.

Job Analysis/Job Description Physical Activities Checklist
Job title: Oven Operator

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.	C
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	C
Remaining in a stationary position, often standing, or sitting for prolonged periods.	O
Moving about to accomplish tasks or moving from one worksite to another.	O
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.	O

Environmental Conditions <i>Check all that apply</i>	Frequency
Low temperatures.	C
High temperatures.	C
Outdoor elements such as precipitation and wind.	O
Noisy environments.	C
Hazardous conditions.	N
Poor ventilation.	O
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.	O
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 _____