



Job Title: Utility Relief
Job Code: HV1101H
Department: Production
ports to: Production Supervisor
Prepared By: Human Resources
FLSA Status: Non-exempt
Preparation Date: June 2024

POSITION SUMMARY:

Under the leadership of the Production Supervisor, the Utility Relief will perform relief work under various production classifications including but not limited to: Depositor, RTE Tray Feeder, RTE Rack Pusher, Raw Cart Loader, Empty Tray Feeder, Raw Rack Pusher, Raw Cookie Placers, RTE Cookie Pickers, RTE Packer and RTE Palletizer. In addition, the Utility Relief will also perform all necessary tasks to keep production moving throughout all stages of the production process.

ESSENTIAL FUNCTIONS:

- Relieves and operates depositing equipment and troubleshoots minor problems.
- Maintains and fills labeling machines with the appropriate labels designated by Bill of Material (BOMs).
- Maintains and reworks out of specification product to include but not limited to color, shape and size.
- Relieves cookie placers and pickers filling clamshells as well as cart pushers and oven operators as needed.
- Relieves personnel who move baking racks to different areas of the production floor according to different stages of production as needed.
- Monitors quality of product being produced and notifies the Production Supervisor of any issues.
- Assists with line set up, changeover, and end of shift tear downs of equipment.
- Completes production paperwork as required accurately and in a timely manner.
- Relieves personnel packing product. Ensures product is packaged according to company standards.
- Maintains a clean work area throughout shift.
- Loads the packing line with baking pans.
- Loads finished good cases to configure the pallet 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.
- Performs other duties as assigned by Production Supervisor.

COMPETENCIES:

To perform this job successfully, the Utility Relief 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.

- Must be trained in Critical Control Points to perform post bake and packaging testing.
- 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

Job Analysis/Job Description Physical Activities Checklist
Job title: Utility Relief

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 _____