

POSITION DATA					
<b>JOB TITLE:</b>	General Production Worker	<b>JOB CODE:</b>	10 RPL	<b>LOCATION:</b>	LOCATION
<b>DEPARTMENT:</b>	Production / Packaging	<b>REPORTS TO:</b>	Production Supervisor	<b>FLSA STATUS:</b>	Non-exempt
JOB SUMMARY					
<p><i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Demonstrate a personal commitment to safety, and set a proper example at all times.</li> <li>▪ Notify Packaging Supervisor/Lead of malfunction of equipment or irregularity of product</li> <li>▪ Help to produce the highest quality of finished product</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMP’s)</li> <li>▪ Demonstrate a personal commitment to safety</li> <li>▪ Report any food safety, health &amp; safety, quality issues and initiate action, as necessary</li> <li>▪ Perform line time study to guarantee performance continuous improvements</li> <li>▪ Support onboarding and training of new employees as needed</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>		<ul style="list-style-type: none"> <li>▪ Ability to speak English</li> <li>▪ Bilingual (English / Spanish) a plus</li> <li>▪ Must possess a demonstrated leadership and process knowledge</li> <li>▪ Must be able to direct others</li> <li>▪ Willingness to learn new tasks and be dependable</li> <li>▪ Must possess a demonstrated ability to work and understand technical manuals associated to production</li> <li>▪ Must be able to read and write the English language</li> <li>▪ Must be a team leader and effectively communicate with others</li> <li>▪ Must be able to work weekends and other off shifts</li> <li>▪ Must possess good organizational skills</li> </ul>			
<b>PHYSICAL DEMANDS</b>		<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"> <li>▪ Standing, sitting, walking, climbing, crawling, bending, stooping, kneeling, crouching, twisting/turning, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, grasping/pinching, driving, lifting up to</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b></p>			

<b>WORK ENVIRONMENT</b>	<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"> <li>▪ Normal office environment</li> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Extended exposure to cold environment</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>		
<b>EXPERIENCE</b>	1 year plus experience desired		
<b>EDUCATION</b>	High School Diploma / GED / HSED		
<b>APPROVALS</b>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

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