

POSITION DATA					
JOB TITLE:	Repack – Finish Dock Checker	JOB CODE:	UDKCK - DOCK CHECKER	RATE:	\$17.90
DEPARTMENT:	Production	REPORTS TO:	Repack Production Group Leader	LOCATION:	Brockport
JOB SUMMARY					
<p>Record and confirm all finished product cases produced on the repack floor by customer, commodity and quantity. This position interacts with individual hourly associates whose responsibilities include line repackaging operation, M-Room dumper operation and finished lift truck operations.</p> <p><i>Nortera Foods USA 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"> ▪ Good housekeeping must be maintained ▪ Record all finished cases produced by the repack operation for their assigned shift. ▪ Program automatic palletizers for all runs. ▪ Trouble shoots and solves minor palletizer difficulties - always using proper Lock Out Tag Out procedures. ▪ Records any discrepancies in the production schedule that have resulted in short runs, skipped runs, etc. ▪ Monitors and records all case sizes used for each run. ▪ Maintains an accurate and comprehensive listing of all finished product information. ▪ Actively communicates with Group Leaders, M-Room personnel and line operators as to the status of individual line runs. ▪ Other duties as assigned by supervision. ▪ Help to produce the highest quality of finished product ▪ Adhere to all company Good Manufacturing Practices (GMP's) ▪ Demonstrate a personal commitment to safety ▪ Report any food safety, health & safety, quality concerns to your immediate supervisor, (MANDATORY) 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Must posse computer literacy ▪ Ability to work independently with minimal supervision ▪ Excellent organizational and communication skills ▪ Must be able to read and understand English 				
PHYSICAL DEMANDS	<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"> ▪ Occasional lifting up to 100lbs, pulling/pushing, bending, crouching, twisting/turning climbing, crawling ▪ Frequent reaching, finger/wrist dexterity, sitting, walking, driving, hand/eye coordination ▪ Constant standing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light-Medium</p>				
WORK ENVIRONMENT	<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"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Extended exposure to cold environment ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE	One year experience in Repack preferred		
EDUCATION	High School Diploma or Equivalent		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

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 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.