

POSITION TITLE:	Retail Production	Tier:	1
REPORTS TO:	Plant Manager	Date Reviewed:	5/18/2020
DEPARTMENT:	Retail	Date Approved:	5/19/2020
TYPE OF POSTION:	Full Time/Non-Exempt	Revision #:	3
LOCATION OFFICED:	Valley City, ND		

POSITION DESCRIPTION: This position is responsible for operating all retail production equipment to produce product specified on production schedules. This position reports to the Plant Manager.

RESPONSIBILITIES AND DUTIES:

- Work following all company policies and GMPs
- Understanding and execution of food safety and HACCP practices and protocols
- Understanding of standard operating procedures
- Working on multiple retail production lines
- Completing production paperwork
- Preventative maintenance on machines
- Cleaning/sanitizing machines
- Forklift operations (not all employees will operate forklift)
- Other duties as assigned

QUALIFICATIONS:

- Team orientated
- Excellent communication skills
- Ability to make decisions
- Ability to follow detailed instructions
- Valid driver’s license and reliable transportation
- Must be able to pass drug screen and background check
- Repeatedly lift and/or carry 40 lbs
- Constantly stand, bend and twist for 10-hour shift
- Constantly push and/or pull
- Continuously use fine dexterity and/or forceful grasping
- Occasionally crawl, kneel and/or squat

BACK UP: Plant Manager, Milling or MRP Production

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			