



NEW: Submitted:  
07/01/2022 06/28/2022

JOB TITLE:	LEAD ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8109
BARGAINING UNIT:	CLAG

#### SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warewash.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and Sanitation Standard Operating Procedures (SSOP)s

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

Assumes duties of supervisor in their absence

Directs staff work flow

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting

Jefferson County, Kentucky, or nationally recognized food handler certification

Experience in a diverse workplace