



NEW: 07/01/2019  
 Submitted: 06/11/2019

JOB TITLE:	ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8083
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 Warehouse. .

**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 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
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**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 Co. Kentucky or nationally recognized food handler certification
- Experience in a diverse workplace