

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Food Processing Specialist

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 791

Reports to: Production Supervisor

JOB SUMMARY

Under the supervision of the Production Supervisor, the Food Processing Specialist prepares, processes, packages and stores production food items. May be assigned to work in any of several production areas.

ESSENTIAL JOB FUNCTIONS

- Produces rolls, breads, sweet rolls, cookies, brownies, buns, muffins, breadsticks, croissants, cakes, peanut butter fingers, pies, rice krispie treats, scones, and bars. Reads recipes and weighs out ingredients. Carries, lifts and loads flour, sugar and other ingredients (up to and including 50 pound bags). Mixes doughs and batters. Forms, weighs, proofs, cuts and/or handles dough products (May weight up to 25 pounds). Deposits or pans dough or mixtures. Bakes all items produced (e.g., cookies, breadsticks, rolls, breads). Frosts required items (e.g., sweet rolls, bars, cakes).
- Operates, adjusts and maintains bakery equipment.
- Replenishes store room bins.
- Prepares, cooks, processes, packages and/or chills meats, soups, gravies, puddings, chili, sloppy joe mix, macaroni & cheese, and other food products. Reads recipes and measures out ingredients. May open cans with automated can opener. Seasons beef, pork and turkey and seals in cooking/storage bags. Fills cooking kettles or cook/chill tank. Required to manually lift up to 40-50 pounds. Lifts filled batch buckets into kettles and meat into cook/chill tank with hoist. Sets controls on kettles and cook/chill tank and cooks meat or other products. Pumps cooked product from kettles and bags, seals, labels and places bags on conveyer belt to tumble chiller. Unloads product from chiller and cook/chill tank. Slices, weighs and packages processed meats.
- Cleans and sanitizes equipment after each use. May require that pumps or other equipment be taken apart to thoroughly clean.
- Unpackages, seasons and prepares meat in control room to ensure compliance with sanitation standards. Excludes unauthorized employees from room, carefully cleans room, sanitizes cart wheels, etc.

- Sets up packaging area in preparation for wrapping: Turns on and adjusts settings on machines (Note: Each product requires adjustments to the machine. Continual machine adjustment also required during production.). Ensures that sufficient baskets are clean and available for packaging. Changes rolls of film to accommodate product to be packaged.
- Packages dinner rolls, breadsticks, cookies, sweet rolls and muffins on Formost machine.
- Rotates among 3 positions on Formost machine: Places baked product on conveyor belt and adjusts machine. Supplies product for placement on belt. Moves empty pans on pan rack to dish room. Counts and places wrapped product into baskets. Stacks baskets on pallets and moves pallets to freezer. Baskets may weigh up to 30 pounds. Takes apart Formost machine, clean thoroughly and reassemble.
- Packages product (frozen cookie dough, secondary dinner rolls, secondary breadsticks, etc.) in plastic bags and ties with twist ties.
- Wraps full pans of product (muffins, peanut butter fingers, pie shell rounds, scones), using Clamco machine.
- Counts and records number of items packaged.
- Washes/cleans items of equipment that will not go through automated Ware Wash machine (e.g., racks, mixing bowls).
- Cleans floors and work areas.
- Maintains, cleans and sanitizes equipment after each use (e.g., ovens, refrigerators, proofers). May require that some equipment be taken apart for thorough cleaning.
- Ensures full compliance with HACCP requirements.
- Cross trains in other departments.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- HACCP training required after hiring.
- Two (2) years of experience related to the above responsibilities is preferred.
- Food handler's permit required after hiring.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform basic mathematical calculations.
- Knowledge of food preparation and sanitation requirements.
- Knowledge of HACCP requirements must be obtained after hiring.
- Must be flexible and capable of quickly adapting to wide variety of work assignments.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.