Giovanni Food Company, Inc. Position Guide

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position Title **Relief Technician**	Department **Production**	Date **7/10/19**
Reports to **Production Supervisor**		FLSA Classification **Non-Exempt**

General Summary

Perform duties related to the manufacturing and delivery of all tomato based products in a safe, sanitary, and efficient manner. An employee working in this area is expected to operate as a member of a team, which includes assisting one another as needed. In the absence of the Relief Technician either another Relief Technician or an employee cross trained in that skill and that understands the food safety job requirements will perform this job function.

Duties and Responsibilities

- Fill-in and/or relieve Process Technician and Production Technician positions as needed.
- Maintain knowledge of each ingredient, its specifications and allergen status.
- Inspect product, containers, closers and jar code to ensure they are correct, using the production schedule to verify, as applicable. Ensures quality and specification requirements.
- Ensure fill and/or cook temperatures meet food safety and quality control requirements. If the requirements are not met, stop the line immediately and notify both quality department and supervision.
- Operates assigned equipment in a safe manner that creates a food safe and quality product.
- Perform daily, weekly, and periodic plant wide cleaning and sanitation.
- Operate and take corrective action on equipment to ensure adequate flow of product to the line.
- Observe and evaluate the packing material as needed.
- Packages product to meet specification requirements; quantity.
- Inspects finished product before packing; stops line and notifies line supervisor of discrepancies.
- Verify that inventory is properly boxed for shipping.
- Follow glass breakage policy as applicable.
- Operate a forklift as needed.
- Responsible to accurately check and legibly complete and /or sign all appropriate paperwork and documentation.
- Demonstrate a full understanding of the company's safety policies, HACCP Plan, GMP's, and SSOP's.
- Maintain raw packaging materials staged, in use, and returned in a manner consistent with plant quality, GMP, safety, and sanitation policies.
- Participate in and contribute to training programs, as designated by the company, that are periodically required to enhance safety, quality, cost, or job performance.
- Maintain housekeeping, GMP's, and safety in the area.
- Comply with all plant rules and policies, including those that pertain to operating procedures and the product manufacturing process.
- Maintain reliable attendance, including overtime as needed.
- Responsible for wearing uniform on daily basis.
- Notify the supervisor of any given issue immediately
- Inform Supervisor of any deviations of the process immediately to obtain and follow proper action.
- Dump trash cans throughout the shift to ensure ready for use and cleanliness of department.
- Perform all other duties as assigned

Education Requirements

High school diploma or GED preferred.

Previous Experience Requirement

No experience required. Prior experience in a food manufacturing environment preferred. Forklift certification.

Knowledge and Skills Needed to Perform Effectively in this Position

- Ability to learn several different positions.
- Ability to interact with other employees in a professional and courteous manner.
- Ability to complete assignments with minimal direction.
- Good interpersonal and communication skills.
- Effective problem solving ability, including recommending and taking corrective action.
- Mathematical aptitude sufficient enough to perform the duties of the position.

Physical Dimensions

Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner.

	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
■ **Seeing:** Must be able to read documents and use equipment.				X
■ **Hearing:** Must be able to hear well enough to communicate with internal and external contacts.				X
■ **Standing/Walking/Mobility/Lifting:** Must be mobile and be able to travel/navigate throughout the facility. Must be able to lift 50 pounds without assistance.				X
■ **Climbing/Stooping/Kneeling:** Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.			X	
■ **Fingering/Grasping/Feeling:** Must be able to grip/grab objects.				X
■ **Environmental Conditions:** Must be able to work in environments that may include, but are not restricted to, cold, heat, wet, humid, draft, fumes or various combinations of same.				X

Expectations

- Adheres to Company Policy and Procedures.
- Acts as a role model within and outside the Company.
- Treat all customers, coworkers and others with dignity and respect.
- Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested.
- Maintains a positive and respectful attitude.
- Communicates regularly with Management about job-related issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position.
- Satisfactorily meet performance levels, goals and objectives.

■ *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

- *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.*