

Approved by	MB	Date:	2/23/21
Last updated by	FV	Date:	9/1/23

JOB DESCRIPTION



TITLE: Production Technician

The Production Technician reports to the Production Lead and/or QA Manager. This shift runs Tuesday-Fridays 6:00AM-4:30PM, it is a 4/10s alternative workweek schedule. A preliminary review of work status and pay rate will be discussed at the end of a two-month probationary period or completion of Temp Agency 520 hour requirement.

ESSENTIAL RESPONSIBILITIES*:

1.	Dicing and packing of 1" block sized energy nuggets on a production line; operating bulk mixer and press equipment, industrial dicer according to facility safety standards and GMPs;
2.	Prepare packaged food items in accordance with company recipes and policies;
3.	Ensure that packaged items are processed and prepared by following standards of Fred's Foods food safety GMPs, cleanliness and hygiene practices;
4.	Label all packaged food items appropriately;
5.	Fill out all production paperwork appropriately as needed as directed by production leads;
6.	Monitor quality and quantity of food items; reporting safety and quality issues to production leads, QA Techs, and/or shift management;
7.	Clean up work areas at end of the shift; keeping production areas clean and free of debris, all messes cleaned up and free of mess at end of shift;
8.	Ensure you yourself are following food safety GMPs, and are conscious of proper food safety at all times;
9.	Assist in ingredient shopping and pulling for production supplies required as needed; using provided carts and pallet jacks as necessary; Other duties as assigned.

* To perform successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed are representative of the knowledge, skill and/or ability required. By signing the JD employee agrees they have the ability to complete the above responsibilities without assistance.

QUALIFICATIONS & REQUIREMENTS

1.	Ability to follow simple instructions from QA or Production Leads, be coachable and trainable, have initiative, teamwork focus, working independently with little supervision, attention to detail, accuracy, and procedure; a focus on excellence and good GMP food safety; 2 years of manufacturing line exp preferred;
2.	Abilities to handle all essential responsibilities listed above; reasonable accommodations may be made to assist individuals with disabilities;
3.	Lifting Requirement of 50lbs is required due to primary responsibility of preparing energy nuggets with customized equipment and pulling of various bulk ingredients; 25lbs lifting requirement for the basic packaging line only positions;
4.	Good attendance and punctuality is required.

PAY GRADE: N02-Non exempt. \$20.00-\$22.00 per hour starting hiring range; Depending on previous Experience and Qualifications. A review of the starting pay rate will be conducted after a two-month probationary period.

Expected Hours of Work: This is a full-time (40 hours per week), non-exempt position.

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COMPANY BENEFITS: Medical/Dental Insurance HMO plans after completion of probationary period (we cover 80% medical and 100% for dental), 3 weeks of PTO, 4-day workweek, profit sharing, 401k retirement, and seven paid holidays.

NOTICE: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Fred's Foods Inc. reserves the right to change, add, delete, upgrade, or downgrade the position as dictated by business necessity at any time with or without notice. This position includes a probationary period, which allows management to observe if you can complete the essential job functions and are a good fit for the company. The employee must complete the probationary period to transition to full-time regular status.

I have read this job description and understand the responsibilities of my position.

Print Name: _____

Sign Name: _____

Date: _____