

Company Name	Position Title 1	Full Time or Part Time	Position Summary
Country Oven Bakery	Cake 1 Helper	Full-Time	<p>JOB PURPOSE: Responsible for monitoring the flow of cake pans/trays through the baking and cooling system and/or racking off.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Helps maintain continuously flow of work in bakery manufacturing environment with high degree of noise, flour dust, odors and lack of air conditioning 2. Uses hands and arms to load or unload pans or trays from conveyor system or pan truck. Must rack off hot pans and/or trays at oven discharge. It involves stooping, bending, reaching and lifting up to 40 pounds. Uses hands, arms and legs to push pan cart weighing up 1300 pounds 3. Uses hands and arms to load or unload hot pans/trays from racks or conveyor system. It involves stooping, bending, reaching and lifting up to 40 pounds. Uses hands, arms and legs to push racks.

		<p>4. Ability to prepare line for pans or assist set up for tray maker to ensure established flow rate is maintained. Uses hands and arms to lift boxes of trays weighing up to 50 lbs. It involves stooping, bending, reaching, pulling and lifting to remove cardboard, assemble "half" trays and labels, stacking assembled trays onto pallet and use of pallet jack.</p> <p>5. Maintain cleanliness of work area, includes sweeping floors and placing trash in trash receptacles.</p> <p>6. Provides accurate information in Line Event Data System, as required.</p> <p>7. Provides accurate information for departmental reports.</p> <p>8. Complies with all federal, state and local regulatory requirements and procedures.</p> <p>9. Performs changeover and shift end responsibilities.</p> <p>10. Uses knowledge of equipment and periods of concentration to visually observe pans/trays and takes necessary actions to assure continuous operation.</p> <p>11. Verifies safe quality food standards through visual inspection of pans/trays and takes necessary actions to assure continuous operations.</p>
--	--	---

	Cake 2 Helper	Full-Time	<p>JOB PURPOSE: Responsible for effectively performing a variety of tasks throughout the department in a safe, effective, and accurate manner while following procedures and processes, and maintaining and improving the performance of the department.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ol style="list-style-type: none">1. Manually base/dome cakes, insert liners for cupcakes, rework product, loading toppings, insert labels, etc.2. Uses knowledge of equipment and periods of concentration to visually inspect product, wrapping and/or packaging of product and takes any necessary for quality and quantity and to assure continuous operation.3. Helps maintain continuous flow of work through rotation of positions as directed;4. Involves working within bakery manufacturing environment with high degree of noise, flour dust, odors and temperature extremes.5. Works as directed by Operators/Group Leaders in maintaining and monitoring equipment (examples include: setting controls, selecting proper codes, palletize, make boxes, load mixer, dates & labels, gathering supplies, etc.).
--	---------------	-----------	---

			<p>6. Verifies safe quality food standards through visual inspection and measurement of finished product, metal/x-ray detection of foreign materials, labels and code dates on packaging.</p> <p>7. Maintains proper documentation for SQF as required.</p> <p>8. Performs necessary housekeeping to assure that area is kept neat and clean.</p> <p>9. Documents accurate information in Line Event Data System and other departmental reports, as required.</p> <p>10. Performs changeover and shift end sanitation responsibilities.</p> <p>11. Must be able to perform the essential functions of this position with or without reasonable accommodation.</p> <p>12. Any additional task assigned by your supervisor.</p>
	Helper - Cookies	Full Time	<p>ESSENTIAL JOB FUNCTIONS:</p> <p>1. Uses periods of concentration and knowledge of production equipment and processes to assist production positions while maintaining established production rates and quality in line effectiveness; involves working in bakery manufacturing environment with high degree of noise, flour dust, odors and temperature extremes.</p>

			<p>2. Uses hands and arms to operate electric tow motor and forklift to move various products, supplies, etc.; involves lifting products weighing up to 50 lbs.</p> <p>3. Must be able to maintain sanitation conditions during production process.</p> <p>4. Manually assembles and disassembles and cleans equipment.</p> <p>5. Maintains various departmental records, visually analyzing to ensure accuracy of output.</p> <p>6. Receives written and verbal job assignments and instructions from supervisor.</p> <p>7. Provides accurate information for departmental reports.</p> <p>8. Participates in Reliability training and Line Event Data System training and provides accurate information in the Line Event Data System, as required.</p> <p>9. Must be able to work the scheduled hours of any job on your bid shift.</p>
	Icing Operator	Full Time	<p>JOB PURPOSE: Responsible for icing & decorating cake in each of the functions on the icing line and the packaging of iced cake.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Must be able to remove cake layers from the boxes to the icing line.

			<p>2. Must be able to place the specified amount of icing, using a machine and/or manual methods, between the layers, on the top and on the sides of the cake. Must be able to understand verbal instructions as well as read and understand written instruction.</p> <p>3. Must be able to finish icing or decorating the cake to specified standards and visually inspect the cake to assure that all standards of quality are met.</p> <p>4. Must be able to maintain product flow at predetermined standards.</p> <p>5. Must be able to palletize finished product weighing from 10 to 35 lbs. This will require stacking the product approximately 5 to 10 feet high.</p> <p>6. Must be able to move the pallets so the finished product can be palletized. Involves occasionally scooting or lifting 50 lbs. - 75 lbs. with assistance.</p> <p>7. Performs necessary housekeeping to assure that area is kept neat and clean.</p> <p>8. Provides accurate information in Line Event Data System and/or departmental reports, as required.</p>
--	--	--	---

			<p>9. Uses hands and arms to operate brooms, mops, shovels, brushes, water hoses, scrapers, ladders, during product changeover or shift end sanitation responsibilities; remove scrap or trash, etc.</p> <p>10. Working within bakery manufacturing environment with high degree of noise, flour dust, odors and extreme temperatures.</p> <p>11. Uses periods of concentration and knowledge of line equipment to manually assemble and disassemble line equipment for purpose of cleaning and visual inspection; involves lifting, sometimes overhead, equipment/equipment parts weighing up to 50 lbs.</p> <p>12. Works in high places while maintaining balance (overhead, baffles, hoppers, etc.)</p> <p>13. Must obtain license for material handling equipment such as pallet jack.</p> <p>14. Rotate between job stations every 30 minutes. Ergonomic exercises performed at beginning of shift, during job rotation and returning from breaks. Perform relief responsibilities on weekly rotation schedule.</p> <p>15. Assists layer or sheet line as business needs dictate.</p>
--	--	--	--