

Rhodes International, Inc.
Job Description

Job Title: WI Utility Worker
Department: Production
Reports To: Shift Supervisor
FLSA Status: Non-Exempt
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Prepared Date: 3/31/10; **Revised: 06/09/2011**
Approved By: Erik Lehnardt
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Summary

As qualified, a Utility Worker may work any given production job assigned by a Shift Supervisor in either the frozen dough or the Par-bake area.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

Utility Worker Duties

- May be designated, according to Supervisor, as Ilapak Operator Helper, Oven Operator Helper, Packaging Line Operator Helper, Roll Divider Operator Helper, or Mixer Operator Helper.
- Lifts and places materials to help load and unload machines, bins, hoppers, racks, and ovens.
- Inspects shaped units of dough as they are ejected onto take away belts/conveyor and discards misshapen units. Clean misshapes may be reprocessed.
- Moves and distributes supplies and products in and around production area, using hand trucks, dollies, troughs, bakers' carts, or bakers' racks.
- Places packaged product into proper corrugated cases; Watches for proper product packing characteristics including print clarity, color, package shape, and date code stamps.
- Places cases of product onto skid in pattern specific to product specifications.

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- Using pallet jack, pulls full pallet of product to shrink wrapper, wraps skid, and transfers to freezer.
- Racks pans of Par-bake products as pans are ejected by evolution line.
- Pushes racks of bakery products into designated areas to wait further processing.
- De-racks the pans of baked product and feeds them onto the belt leading to the de-panning machine.
- Rearranges product on belt as necessary to assure optimum freezing occurs.

Quality and Safety

- Work in a safe and productive manner. Follows Good Manufacturing Practices (GMP) guidelines.
- Immediately reports any problems with the equipment or dough such as missing ingredients, foreign objects, and temperature problems, etc. to the Shift or Assistant Shift Supervisor.
- Watches for contamination in the product along any point of production; If contamination is discovered, stops production and notifies Assistant or Shift Supervisor immediately.
- Keeps work area clean and organized at all times. Cleans machines and equipment at the end of the shift. Sweeps floor and washes with soapy water as necessary. Participates in weekly plant wide cleaning to help assure a clean and sanitary food processing facility.
- Participates in Company organized process improvement programs.

Other Duties

- At the end of the shift, stay in the work area until properly relieved.
- Communicates any important information to the Shift Supervisor and relief.
- Is consistently at work and on time.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) preferred; at least one (1) year of production experience preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with supervisors and employees based on the assumption that such individuals can only speak and understand English. Ability to read and comprehend safety materials, detailed instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.

Mechanical Skills: Must exhibit mechanical aptitude to understand normal operation of conveyors and related packaging equipment.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Has been trained and is proficient or is willing to train and become proficient in Six Sigma and Lean programs.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual Competencies

- Analytical - Collects data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competencies

- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.

Organizational Competencies

- Cost Consciousness - Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.

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- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Self Management Competencies

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing – Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes

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tasks on time or notifies appropriate person with an alternate plan.

- Initiative - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be comfortable working in a fast paced environment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles, specifically including wheat flour dust. The employee is occasionally exposed to extreme heat, extreme cold, high pressure hot water, wet and/or humid conditions, high or precarious places, and vibration. The noise level in the work environment is usually very loud.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature: _____

Printed Name: _____ Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.