

Rhodes International, Inc.
Job Description

Job Title: Flyer
Department: Production
Reports To: Team Lead
FLSA Status: Non-Exempt
Revised By: Katie Dockstader and Theresa Dew
Prepared Date: 6/26/2017; **Revised:** 3/7/2018
Approved By: Erik Lehnardt
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Summary

The Flyer will rotate throughout the various production areas in order to give operators relief for breaks, lunch, and scheduled time off or to cover absenteeism. Flyers will also serve as trainers. See other related job descriptions such as Mixer, Divider Operator, Ilapak Operator, Packaging Line Operator, Oven Operator, etc. for more detail.

Key Performance Indicators

An employee in this position will know that they are performing their job well when they accomplish these objectives.

- Have a solid understanding of all production processes and equipment.
- Establish proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.

Essential Duties and Responsibilities

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

Flyer Duties

- Performs duties, as necessary to relieve the Mixer Operators, Divider Operators, Ilapak Operator, Oven Operators, Packaging Operators, Sweet Good Packaging Equipment Operators, Pallet Pullers, and Utility positions.

Flyer

- Monitors all processes throughout the shift to assure product and packaging meets established specifications and quality standards. This includes equipment, ingredients, and materials for raw and frozen product as well as all bagging and boxing operations.
- Moves and distributes supplies and products in and around production area as needed.
- Helps load and unload machines, bins, hoppers, racks, and ovens.
- Places packaged product into proper corrugated cases; Watches for proper product packing characteristics including print clarity, color, package shape, and date code stamps.
- Provides training and instruction in machine operation, packaging techniques, boxing methods, and other work areas as appropriate.
- Flyers on the Sweet Goods Line (Line 2) are responsible for the daily partial clean-up & sanitation activities during the gap in production.
- Flyers on the Sweet Goods Line (Line 2) are accountable to ensure the Line is set-up and ready to go with the evening start-up. This includes (but is not limited to) making sure the equipment is put together properly following sanitation and ingredients are measured and in place for Tuesday, Wednesday, and Thursday evening start-up.
- Inspects for printing defects, proper sealing, proper filling, proper weights, and correct counts on all bags, boxes, and pans as they pass through the production line.
- Inspects bags, bag film, and boxes prior to use to make sure the proper materials are in place; Inspects for defects.
- At the end of the shift, stays in the work area until properly relieved.
- Communicates any important information to the Team Lead and relief. Writes any necessary notes on the communication board.
- Is consistently at work and on time.

Quality and Sanitation

- Follows Good Manufacturing Practice (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement Program.

Flyer

- Immediately reports any problems with the equipment or dough such as missing ingredients, foreign objects, and temperature problems, etc. to the Team Lead.
- Watches for contamination in the product along any point of production; If contamination is discovered, stops production and notifies the Team Lead 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. Uses appropriate cleaning equipment according to correct specifications and use requirements.

Safety

- Works in a safe and productive manner.
- Understands lock-out, tag-out procedures and applies them appropriately during machinery set-up and cleaning.
- Remains aware to potential accident and health hazards; Notifies the Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Wears all required PPE including safety shoes, bump caps or hard hats, and hearing protection. During cleanup wears additional PPE including safety glasses, and/or face shields, rubber gloves, rain suit, and rubber safety boots.

Other Duties

In addition to the above essential duties other duties may be assigned.

- As qualified, assists with duties assigned by the Team Lead, Group Lead, or Production Manager.
- As assigned by the Team Lead, provides training to workers in various areas.

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.

Additional Knowledge: General knowledge of how the mixture of adding of certain ingredients will affect the overall product. Thorough knowledge of what each ingredient will bring to the overall property of the product.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Team Leads and co-workers 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. Ability to prepare reports and complete forms.

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 to operate 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.

Computer Skills: Able to use basic computer equipment and software applications. Must have the ability to record and retrieve data and production information on computer tablets throughout the plant. Must be comfortable operating touch screens on various pieces of production equipment.

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

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, hear, taste, or smell. The Employee is occasionally required to sit; 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, 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.

Competencies

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

Intellectual Competencies

- Analytical - Collects and researches 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.

Flyer

- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competency

- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains confidentiality; Maintains an outward mindset.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication – Presents numerical data effectively; 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 Competency

- Business Insight - Displays orientation to profitability; Understands business implications of decisions.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics – Treats others with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Self-Management Competency

- 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 – Must be detailed oriented; 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; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Reports any tampering of product; 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 - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Flyer

- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

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

Team Lead'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.