

**Rhodes International, Inc.**  
**Job Description**

**Job Title:** Utility Worker  
**Department:** Production  
**Reports To:** Team Lead  
**FLSA Status:** Non-Exempt  
**Revised By:** Katie Dockstader and Theresa Dew  
**Prepared Date:** 3/31/10; **Revised:** 1/26/2021  
**Approved By:** Theresa Dew  
**Approved Date:** **September 3, 2021**

**Summary**

As qualified, a Utility Worker may work any given production job assigned by a Team Lead in either the frozen dough or the Warm-N-Serv area.

**Key Performance Indicators**

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

- 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.

Utility Worker Duties

- Inspects shaped units of dough as they are ejected onto take away belts/conveyor and discards misshapen units and scraps. Clean misshapes may be reprocessed. Scraps are discarded into the “inedible bucket”.
- Rearranges product on belt as necessary to assure optimum freezing occurs. (Lines 1 & 2)

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- Moves and distributes supplies and products in and around production area, using hand trucks, dollies, troughs, bakers' carts, or bakers' racks.
- Places frozen product into appropriate packaging according to specifications (bread bagging (Lines 1 or 2), sweet goods into pans (Line 2)) in the appropriate way.
- Lift and place materials to help load and unload machines, bins, hoppers, racks, and ovens.
- Drops icing packets into Ishidas or into pans when processing sweet goods. (Line 2)
- Ensures packages (bags) are single file on conveyors transporting to the boxing area.
- Places packaged product into proper corrugated cases; Watches for proper product packing characteristics including print clarity, color, package shape, and date code stamps. Checks package integrity.
- May be designated, according to a Team Lead, as Ilapak Operator Helper, Oven Operator Helper, Packaging Line Operator Helper, Dough Divider Operator Helper, or Mixer Operator Helper.
- Places cases of product onto skid in pattern specific to product specifications on Line 3 and on the Red Floor when necessary.
- Racks pans of Warm-N-Serv products as pans are exiting the Koning line. (Line 3)
- De-racks the pans of baked product and feeds them onto the belt leading to the de-panning equipment. (Line 3)
- At the end of the shift, stay in the work area until properly relieved.
- Communicates any important information to the Team Lead and relief. Writes any necessary notes in the Red Zone log.
- Is consistently on time and at work onsite at the Rhodes production facility (unless other arrangements, such as an approved offsite job training, etc. are made); is attentive to work duties while at work.

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- Required to work overtime when requested to do so. Overtime may be required when needed to finish a production run, to cover for other employees absent from work, meet customer expectations, etc. Advanced notice will be provided when possible. The Company cannot guarantee that any overtime will be available.

### Quality and Sanitation

- Follows Good Manufacturing Practices (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement program.
- Immediately reports any problems with dough, packaging, 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.
- Ensures film packages are properly sealed, verifying the correct best buy date is on package. Reports any open seams or holes in packaging to Packaging Machine Operator or Team Lead immediately.
- Keeps work area clean and organized at all times. Cleans machines and equipment at the end of the shift and during downtime.
- 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. Sweeps floor and washes with soapy water, as necessary.

### Safety

- Works in a safe and productive manner; Abides by all processes of the Job Safety Analysis (JSA); Stays aware of surroundings and watches out for co-workers.
- 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.

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- 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.

### **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 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.

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.

Computer Skills: Able to use basic computer equipment and software applications. Must be able to operate machines using a touch screen. Must have the ability to record and retrieve data and production information on computer tablets throughout the plant.

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Other Skills and Abilities: Willing to participate in and support the Company's culture building initiatives and process improvement programs such as 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 regularly required to walk and/or stand; use hands to grasp, finger, handle, or feel; and reach with hands and arms. The Employee is frequently required to bend or stoop; twist at the waist; talk and hear; and smell. The Employee is occasionally required to push and/or pull; climb or balance; kneel, squat, 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.

### **Competencies**

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

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### 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.
- 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 – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for others' ideas and demonstrates consideration of others as important team members; 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; Makes positive comments about team members.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team problems, not complaints. 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.
- Written Communication – Presents numerical data effectively; Able to read and interpret written information.

### Organizational Competency

- Business Insight - Displays orientation to profitability; Understands business implications of decisions.

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- 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; 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.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

### Self-Management Competency

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Stays to finish tasks at end of shift as required.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks correctly and 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.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- 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.

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- 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.
- 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; Strives to improve personal performance.
- 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.

### **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.