

Sample Job Description

Job Title: Production Worker

Location: ABC Meat Plant

Date Last Reviewed: September 20, 2007 **Reports to:** Production Manager

Describe job in two sentences or less:

Reporting to the Production Manager, the production worker is responsible for the timely and efficient packaging of meat products at our ABC cutting and packaging facility.

What is the most difficult/demanding part of this job?

Heavy lifting and repetitive nature of work.

The working conditions involved in this job are:

Workers are required to work some shift work.
Hours will be from 3:00 pm through to 7:00 am.

The qualifications, experience and/or training that are required for this job are:

No minimum experience is required.

The ideal personality strengths/attributes/characteristics for this job are:

Positive attitude, team player, dependable, flexible, good work ethic.

Job Duties:

- Manually palletize boxes of meat weighing up to 50 pounds.
- Handling ingredients up to 55 lbs.
- Heavy lifting required at all work stations.
- Repetitive lifting or handling of products throughout shift.
- Perform CIP (Clean In Place) functions as required on various packaging equipment.
- Keeping work areas clean at all times.
- Work with others to complete project assignments.
- Other duties as assigned.

Sample Job Description

Job Title: Warehouse Supervisor

Location: ABC Meat Plant

Date Last Reviewed: September 20, 2007 **Reports to:** Plant Manager

Job Summary: (Briefly describe the purpose of this job, what is done and how)
Reporting to the Plant Manager, this position is responsible for the supervision of Delivery Drivers and Warehouse Personnel. Receiving, storage, rotation, and distribution of meat products in an efficient, safe and cost effective manner. This position will focus on continuous improvement and implementing cost-reduction initiatives within a warehouse environment at our ABC cutting and packaging facility.

What is the most difficult/demanding part of this job?
Balancing multiple demands from external and internal customers.

The working conditions involved in this job are:
Full time, Monday through Friday.
Hours will be from 8:00 am through to 5:00 pm.

The qualifications, experience and/or training that are required for this job are:

- Supervisory experience.
- Warehouse and providing exceptional customer service experience.
- Preference will be given to those with previous purchasing experience.
- Working knowledge of computers (Microsoft Office).
- Superior communication and interpersonal skills; demonstrated analytical organizational skills.
- Forklift Operator Certification.

The ideal personality strengths/attributes/characteristics for this job are:
Self-motivated, results oriented, possess high degree of initiative, works well under pressure

Job Duties:

- Provide leadership, direction and guidance to warehouse and delivery personnel.
- Order selection as required, to ensure on-time distribution to our customers, ensuring accurate orders are completed on a daily basis.
- Supervision, evaluation, motivation and training/coaching of personnel to ensure work is completed efficiently, effectively and safely.
- Inventory management.
- Ensures the efficient and effective use of manpower, equipment and material resources.
- Ensure proper maintenance of equipment including trucks, forklifts and coolers/freezer.
- Ensure monthly inventory is completed efficiently and inventory reports are accurate.
- Ensure safe conditions exist at all times within the work environment; and takes appropriate action to protect the health and safety of employees and adhere to all Safety Regulations.
- Purchasing responsibilities which includes internal transfers from other ABC Meat locations and external suppliers.
- Maintain an effective working relationship with internal and external customers (suppliers, customers, transport companies, ABC Meat branches, production facilities and ABC Meat management).
- Other duties as required.