

## Position Description FLSA:NON-EXEMPT

<b>Position title</b> NAG Production Associate	<b>Organization</b> Nuts About Granola	<b>Supervisor</b> Owner	
<b>Associate Name</b>	<b>Location</b>  York/ Lancaster, PA	Flexible schedule/ shift	
		Hourly Associate	

**Basic Function**  
Following recipes, prepare and run machinery which mixes, blends, or cooks ingredients utilized in the manufacturing process of goods. Packages products and services customers.

**Essential Functions**

- Must be able to convert measurements to compile recipe ingredients.
- Read and follow detailed recipes for food production.
- Prepare food products using machinery and/ or tools according to recipe and/ or instruction.
- Package food products for customer shipment.
- Loading/ unloading delivery trucks.
- Stock and move inventory, including but not limited to ingredients, supplies, and packaging materials.
- Organize inventory and packaging materials, including bags, labels, boxes, and other packing materials.
- Cleaning of production equipment and production area after food production process.
- Ability to service customers in the retail environment accurately, efficiently and professionally.
- Must be able to operate a cash register with accuracy.
- Ability to work with fellow associates kindly and professionally.
- Must be able to follow HACCP guidelines and state restaurant codes for food service and cleanliness.

**Any other essential function that may occur from time to time as directed by the Owner.**

**Organizational relationships**

Reports to: Owner  
 Supervises directly: No one

**Skills** (state the type of skills for position success; i.e., specific PC software, math, communication, etc.)

- **Operation and Control** -- Controlling operations of equipment or systems.
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Reading Skills** -- The ability to read and follow recipes.
- **Math Skills** -- The ability convert measurements of ingredients per recipe directions.
- **Finger Dexterity** -- The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble small packages.
- **Control Precision** -- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Customer Service** – Ensuring customer satisfaction with product and service.
- **Email Communication** – Ability to communicate electronically in a consistent and professional manner.
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Customer service focus and understanding

**Education** : None

**Experience** : None required; food production experience preferred.

**Physical demands**

Category	Check the box that applies			
	None	<1/3	1/3 to 2/3	>2/3
<b>Lifts weight or exerts force:</b>				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 60 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			
<b>Physical Activity:</b>				
Stand				X
Walk			X	
Sit		X		
Use fine motor skills		X		
Reach with hands and arms				X
Climb or balance	X			
Stoop. Kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
<b>Work Environment:</b>				
Wet or humid (non-weather)	X			
Work near moving parts				X
Work in high precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Contains nuts, soy, wheat				X
Contains sunflower oil				X
Vibration	X			

**Vision Demands** (check as many as may apply)

Close vision                       Distance vision   
 Color vision                               Peripheral vision   
 Depth perception                       Ability to adjust focus

**Acknowledgement** I acknowledge that the information contained in this document is factual and complete, I have received this information, and I can complete the essential functions of the job with / without accommodation.

\_\_\_\_\_  
Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date