



NEW: Submitted:  
07/01/2024 03/26/2024

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|------------------------|--------------------------|
| JOB TITLE:             | OPERATOR NUTRITION I     |
| DIVISION               | OPERATIONS               |
| SALARY SCHEDULE/GRADE: | IB, GRADE 3              |
| WORK YEAR:             | AS APPROVED BY THE BOARD |
| FLSA STATUS:           | NON-EXEMPT               |
| JOB CLASS CODE:        | 0                        |
| BARGAINING UNIT:       | CLAG                     |

#### SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging, storing, and loading of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly and Warewash.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Constantly monitors the appearance of the product and takes the necessary corrective actions to maintain it within specifications

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with Good Manufacturing Practices, Hazard Analysis and Critical Control Points procedures and monitoring processes and Sanitation Standard Operating Procedures (SSOP)s

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

Assists in training of team members in Standard Operation procedures and job specific duties as requested

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is completed in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

|                                |
|--------------------------------|
| Strong basic math skills       |
| Effective communication skills |

| DESIRABLE QUALIFICATIONS                                                   |
|----------------------------------------------------------------------------|
| Experience in food manufacturing setting                                   |
| Jefferson Co. Kentucky or nationally recognized food handler certification |
| Experience in a diverse workplace                                          |