

Nippon Shokken U.S.A. Inc.

Job Title:	Production Assistant	FLSA Status:	Non-Exempt
Department:	Production	Prepared By:	Human Resources
Location:	West Sacramento	Approved By:	
Reports To:	Plant Manager	Date Revised:	October 2019

SUMMARY

Production Assistants are responsible for assisting in manufacturing quality products and maintaining a clean, safe work place for the team. High level of accuracy along with the ability to multitask in a fast paced environment are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Job responsibilities are not limited to the below list:

1. **Warehouse duties** – Check, verify, pick and pull products listed on the shipping order
2. **Warehouse duties** – Receive, unload, and store incoming inventory items and deliveries
3. **Warehouse duties** – Organize and rotate inventory from oldest to newest
4. **Warehouse duties** – Manage documents necessary for shipment in a timely manner
5. **Warehouse duties** – Examine incoming and outgoing shipments
6. **Packaging duties** – Assemble packing boxes and package finished products into packing boxes.
7. **Packaging duties** – Stack filled boxes onto respective pallets
8. **Packaging duties** – Use forklift to push pallets to the stretch wrap machine
9. **Packaging duties** – Fill and refill bottles as needed in the bottle unscrambler
10. **Packaging duties** – Label and arrange box for next day’s production schedule
11. **Packaging duties** – Making labels for shipments
12. **Assembly line duties** – Set up all machinery in the morning before production begins
13. **Assembly line duties** – Inspect and test checkweigher machine for accurate scale measurements
14. **Assembly line duties** – Measure, record and check data for each production on specified forms.
15. **Assembly line duties** – Clean filling machine and pumps after each production and at end of the day
16. **Kettle duties** – Verify the raw materials are in conformance to product recipe.
17. **Kettle duties** – Collect samples of materials or products for laboratory testing
18. **Kettle duties** – Feed raw materials into machinery
19. **Kettle duties** – Calibrate thermometer twice a day
20. **Kettle duties** – Ensure temperature, time and mixing requirements are in compliance for each production
21. **Measuring duties** – Ensures product production is performed using correct measuring devices and all recipes are followed
22. **Measuring duties** – Select and measure accurate ingredients necessary for each production.
23. **Measuring duties** – Update specified forms for new lot of ingredients
24. **Measuring duties** – Maintain and separate all allergens apart from non-allergenic ingredients.
25. **Measuring duties** – Confirm all selected and measured ingredients are accurate for each lot before Kettle team proceed to production
26. Check inventory and for any equipment, tools, machinery or container damages
27. Clean workspaces and equipment to meet health and safety standards
28. Prepare for next day according to production schedule

29. Complete daily report and any daily, monthly, semi-annual, annual reports
30. Follow and comply with food, health and occupational safety procedures
31. Follow and comply with company established procedures and policies
32. Arrives to work station on time, appropriately groomed, dressed and ready to work
33. Aid in prevention and reduction of food safety hazard
34. Immediately report safety hazards

SUPERVISORY RESPONSIBILITY

- None however; may train or assist new employees if authorized by supervisor

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or Qualifications

- Preferred: Previous experience in food industry or manufacturing/production environment
- Preferred: Knowledge of GMP
- Preferred: Able to solve basic math problems
- High school diploma/GED required
- Legally authorized to work in the U.S.
- Ability to read, write and speak English fluently
- Reliable transportation

KNOWLEDGE, SKILLS, AND ABILITIES

- High level of accuracy and attention to detail
- Ability to listen, follow and execute instructions
- Solid communication and time management skill
- Strong work ethic: motivated team player
- Ability to work under pressure
- Ability to work in an area with loud machinery
- Ability to accurately count and measure products and ingredients
- Habits of punctuality

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 essential functions.

- Able to lift, push and pull up to 50 lbs.
- Able to work on foot, standing for extended periods of time while completing tasks.

Note: *This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.*