

Job Title: Bakery Worker
Department: Production
Exemption Status: Non-Exempt
Reporting Relationship: Production Supervisor
Location: St. Petersburg Florida
Date Prepared: Feb 22/2021
Date Revised: Feb 22/2021
Back-up: Trained Bakery Worker

This job description should not be viewed as an all-inclusive list of the responsibilities related to your position. Your position will necessitate performing duties and tasks that are not outlined herein. Lantmannen Unibake makes no guarantees as to the nature and scope of the work performed by this position. Lantmannen Unibake retains the right to change an employee's position or job description at any time.

Job Summary:

Performs various tasks as assigned by the Supervisor. Positions in this category are Packaging, Palletizer, Quality Inspection, Cleaner / Relief, Tray Positioner, Rack Mover, Repack and / or Co-Pack and any other assignment as directed by the Supervisor.

STANDARD OF CONDUCT (SOC):

Whenever people gather together to achieve a common goal, some SOC are needed to help everyone work together efficiently, effectively and harmoniously. By accepting employment with Unibake, you have a responsibility to Unibake and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to assist you in understanding what conduct is expected and necessary. When each employee is aware that he or she can fully depend on fellow workers to follow rules of conduct, our organization will be a better place for everyone to work.

Essential Duties and Responsibilities include the following. Other duties may be assigned as needed.

- Consistent and punctual attendance each scheduled workday. Report to work fit for duty and sustain fitness throughout the day.
- Performs various functions and duties following written or verbal instruction. These duties may include:
 1. Cleans, sweeps and/or mops floors as necessary.
 2. Moves baking racks to or from the proofer.
 3. Places or removes baking pans on to or from the production equipment.

Position Description

4. Inspects and measures baked product to ensure product meets customer expectations.
 5. Dumps finished product from the baking pan to the conveyor
 6. Sorts product and visually inspects product for quality after the slicer.
 7. Removes reject dough and / or trash to the outside trash containers.
 8. Packages product into the customer's pre-printed packaging (co-pack).
 9. Stocks and supplies the ETT box making machine with corrugated
 10. Repacks or co-packs finished product according to customer's requirements.
 11. Restocks tape machines on packaging line.
 12. Takes samples of finished product and records time.
- Responsible for food safety requirements pertaining to **BRC**, AIB, **GMP** and any other legal or legislative rules and / or regulations.
 - Maintains work area and equipment to company sanitary standards.
 - Abides by Company safety rules and always performs duties in a safe manner.
 - Performs all other duties as assigned

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; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.*

Technical Skills - *Strives to continuously build knowledge and skills; Shares expertise with others.*

Interpersonal - *Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.* **Oral Communication** - *Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Participates in meetings.*

Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Puts success of team above own interests; Supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change.

Leadership - Inspires and motivates others to perform well; Inspires respect and trust; Gives appropriate recognition to others; Displays passion and optimism.

Quality Management - Demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds organizational values.

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; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for

and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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/Experience:

Must be a high school graduate or have a GED equivalency. Prior bakery experience a plus, but not required.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to calculate figures and amounts such as proportions, percentages, decimals, baker's percent, area, circumference, density, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have some basic computer skills and a working knowledge of Word Processing and Excel;

Certificates and Licenses: No certifications needed

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 frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to wet or humid conditions (non-weather); extreme cold (non-weather) and vibration.

The noise level in the work environment is usually moderate. Hearing protection is available.

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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand; walk and climb or balance.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

ACKNOWLEDGMENT

The essential job functions of the job for which you are applying are included in this document. Are you able to perform each essential job function listed above in a safe and reasonable manner?

Yes _____ No _____

IF NO, is there any accommodation which would enable you to perform these functions?

Please explain

Signed _____

SSN _____

Print Name _____

Date _____