



**PRODUCTION WORKER**  
*(Job Description)*

**Classification:** Nonexempt  
**Reports to:** Shift Lead

**Summary/Objective**

The production worker position performs all tasks involved in the production of Mill Haven Foods products in 50 lb. bags or 2000 lb. totes. The position follows standard work methods and practices safe work habits to ensure production is as efficient and safe as possible.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Familiarity and use of a computerized touch screen.
2. With the use of a forklift; moving and stacking pallets of material.
3. Lifting, cutting (with the use of a knife), and emptying bags of material.
4. Packaging of finished material and wrapping pallets with shrink wrap.
5. Notifying supervisor of any mechanical or material issues.
6. Maintaining a clean and safe work area.

**Competencies**

Thoroughness, Teamwork Oriented, Time Management, Technical Capacity

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

Performing the duties of this job include: contact with dry dairy products, frequent exposure to airborne particles, moving mechanical parts, and vibration. The noise level in the work environment can be loud.

**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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to go up/down stairs, use hands to finger, handle or feel; and reach with hands and arms. The position involves standing, bending, and lifting 55 pounds for long periods of time.

**Travel**

No travel is expected for this position.

**Education and Experience**

Required: High school diploma or GED. Preferred: Previous production experience

**Other Duties**

Please 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 this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Management \_\_\_\_\_ Date \_\_\_\_\_