

**Proofer/ Oven Specialist**

**POSITION SPECIFICS**

**Reports To:** Bakery Supervisor

**FLSA Status:** Exempt

**ROLE**

**SUMMARY**

Responsible for ensuring the bread line is set up with all the detailed machine settings; operating and monitoring the proofer and oven conditions; and overseeing the packing room

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Knows and understands GMP Food Safety Policies and Procedures, related to working in the Bakery.
* Able to decipher daily production schedule and then set up line correctly and efficiently.
* Will be responsible for accurate and timely documentation of all production data.
* Responsible for the quality of the final product and make sure that it meets or exceeds company standards.
* Understands and complies too all company safety policies
* Able to communicate with Shift lead and fellow coworkers to keep everyone informed of quality issues.

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.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

**CERTIFICATES, LICENSES AND REGISTRATIONS**

None required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl
* Frequently lifts up to 20 lbs.
* Occasionally lifts up to 50lbs unassisted
* Able to work in a high speed, high temperature (90+F) and congested work environment.
* Able to work overtime and the weekends as required.
* Perform quality work within deadlines with or without direct supervision.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Sr. Human Resources Manager Signature:**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature:**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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