

# JOB DESCRIPTION

**JOB TITLE:** Meat-Poultry Cutter **REVISION DATE:** 08/01/2015  
**REPORTS TO:** Production Supervisor **DEPT:** Production  
**APPROVED BY:** HR **FLSA STATUS:** Full-Time, non-exempt

## JOB SUMMARY

The meat-poultry cutter is responsible for the cutting and processing of custom orders and standard inventory items.

## DUTIES & ESSENTIAL JOB FUNCTIONS

Each employee is responsible for the food safety and quality of our products.

- Accurately cut to trim and yield specifications as specified by information provided by cut tickets.
- Provide communication to supervisor of any discrepancies between cutting tickets and normal customer purchases.
- Pull raw materials and pre-cut inventory according to code dates and report any short shelf-life items to the supervisor.
- Properly label all products and equipment to conform to all legal and safety regulations.
- Properly and accurately record all necessary data to produce assigned cutting yield tests.
- Accurately count product inventory levels and maintain levels set forth by supervisor.
- Ensure that all product specifications are being met according to guidelines.
- Maintain work areas in compliance with U.S.D.A. guidelines.
- Assemble and tear down any equipment in work area at the beginning and/or end of your shift.
- Properly clean, store and maintain all knives, scales, etc. assigned to you.
- Manage profitability by achieving product yields and meeting deadlines for product readiness.

## OTHER FUNCTIONS AND RESPONSIBILITIES

- Perform other duties as assigned.
- To know and understand the company's safety and health goals and the objectives. Assist the company in achieving these goals by participating in the safety program.
- To help develop and follow all safe work practices.
- To give a written report of unsafe conditions or unsafe acts to management.
- To report all accidents, injuries or illnesses to my supervisor immediately.

## REQUIRED QUALIFICATIONS

- Prior experience with portion cutting meat

- Ability to perform mathematical calculations and conversions to determine amounts and sizes of products needed for orders.
- Ability to read, write and communicate in the English language.
- Ability to adjust to sudden changes in customer demands or operational goals.
- Commitment to work until job is completed.
- Interacts well with others. Good team player.
- Results-oriented.
- Customer-service oriented
- Detail oriented.

### **PREFERRED QUALIFICATIONS**

None

### **REQUIRED LICENSES/CERTIFICATIONS**

Not applicable

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

**(Can be modified to meet**

Physical strength to lift and maneuver 50-60 pounds. Standing, constant use of the shoulders, arms, hands, wrists and bending at the waist are regular activities for this employee. Employee must have the ability to negotiate throughout the production and warehouse areas unassisted without disrupting regular production and warehousing activities. Normal levels of eyesight and hearing after correction. Color vision is required. The ability to touch, feel, manipulate fingers and limbs to operate various processing and material handling equipment is necessary. The ability to smell is required, in order to detect levels of wholesomeness and spoilage.

This position requires the candidate to be in refrigerated processing and warehouse areas. These areas are cold and wet and exposure to moving machinery and sharp surfaces are a regular occurrence. This is a high noise area.

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

### **TRAINING**

#### **New Hire Training:**

GMPs: Promoting Personal Hygiene  
 GMPs: Effective Hand Washing Techniques  
 Foodborne Illness & Employee Reporting  
 Preventing Food Contamination  
 Overview of HACCP  
 Basic Food Facility Security  
 Lean Manufacturing  
 Intro Food Safety Standards  
 Intro to Food Allergens  
 Overview of Dangerous E. Coli

Job/task performance

