

## Job Description

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**POSITION:** Bakers Helper

**REPORTS TO:** Teamleader

**LOCATION:** Vancouver, BC

### **PRIMARY FUNCTION:**

Adhere to GMP, Food safety and Quality Assurance guidelines at all times.

Follow work safe/WCB rules and standards.

Follow company recipes, standards.

Adhere to daily production schedule, following product and processing specifications.

### **DUTIES & RESPONSIBILITIES:**

- Co-operate with co-workers.
- Develop work habits in accordance with GMP (Good Manufacturing Practices).
- Understand and follow safety procedures.
- Develop and practice “open mind” attitude to sudden changes and challenges.
- Maintain quality and consistency of products in accordance with company standards.
- Check and follow the daily production schedule and adapt to sudden changes.
- Ensure safe and proper machine and equipment operation
- Report equipment malfunction or breakdown to the Teamleader.
- Clean working utensils, equipment and work area at shift end.
- Perform other duties and/or tasks as instructed by superiors.

### **REQUIREMENTS:**

- Grade 12 education or equivalent with good English oral and written communication skills.
- First Aid training an asset.
- Good problem solving and conflict resolution skills; basic math computability and computer skills an asset.
- Must be able to understand scheduling process.
- Must have a good understanding of all production equipment functions.

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- Awareness of production specifications: i.e. weight, temperature, height, colour tone and consistency, code date system etc.
- Willing to work shifts.
- Able to work in a team environment.
- Must be able to do repetitive and physically demanding work
- Able to work under pressure and meet deadlines.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

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