



PRODUCTION ASSISTANT (PROGRAM PARTICIPANT) JOB DESCRIPTION

General Summary

Participants are enrolled in Women's Bean Project's transitional job readiness training program for 7 months. Participants work as Production Assistants in the Bean Project's dry food manufacturing and production and develop the transferable job skills and workplace behaviors required by entry-level employers. Participants attend weekly classes such as computer training, financial literacy, GED & academic remediation, planning & organizing, career coaching, resume writing, mock interviews, and networking. The goal is to equip and assist a Participant with the necessary skills to secure mainstream employment.

Job and Program Description

- i. Women's Bean Project Production Assistant essential job functions include:
 - a. Attending on-site training sessions on Food Safety, Workplace Safety and Introduction to Manufacturing.
 - b. Assembly line manufacturing and packaging of dry food products, gift sets and gift box production.
 - c. Learn weight and measures, quality control/standards, safety and health regulations and proper packing and labeling.
 - d. Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
 - e. Weigh, measure, and mix ingredients according to Standard Operation Procedures (SOP's), using various production equipment as outlined in the SOP.
 - f. Load, operate and clean machines or equipment used in the production process or assist machine operators. Ability to observe equipment operations so that malfunctions can be detected and notify operators of any malfunctions.
 - g. Remove products, machine attachments, or waste material from machines and production area.
 - h. Lift and transfer raw materials, finished goods/products, and packed items, manually or using pallet jacks and/or carts.
 - i. Perform production duties, including cleaning work areas and equipment.
 - j. Count finished products to determine if product orders are complete.
 - k. Dump materials such as prepared ingredients into machine hoppers or bins prior to mixing by machines or manually.
 - l. Package/case products, label and adhere Best By Dates (BBD) according to SOP.
 - m. Record information, such as the number of products produced, traceability, and dates and times of product production.
 - n. Participate actively in regular performance assessment evaluations and meet or exceed performance metrics.
- ii. Required Qualifications:
 - a. Must demonstrate attention to details and follow directions.

- b. Must be able to lift boxes, bags and production materials up to 50 pounds; standing for extended periods; bend, kneel, and squat; climb stairs frequently between floors and to operate equipment; ability to tolerate repetitive motions of hands, wrists, and arms; work with strong spices, odors and allergen food products.
 - c. Must be able to write in English and read recipes, instructions, SOP's and understand verbal directions.
 - d. Ability to do physical labor and other physical tasks within established standards of speed and quality.
 - e. Workers must be punctual and reliable.
 - f. Other duties as assigned.
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