



Position title	Department	Reports to
Maintenance Technician	Maintenance	Plant Manager, Maintenance Manager, Production Supervisor, Production Manager
Employment status	FLSA status	Effective date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	01/18/202

## Position Summary

Work as part of a team operating on food production, performing tasks to meet targets while meeting set criteria.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Responsible for ensuring the production of safe and high-quality products through verification of all processes and keen attention to all of La Regina Atlantica’s Critical Control Points.
- Responsible for maintaining all equipment in the plant.
- Keep all machinery lubricated, greased and oiled.
- Must keep work area clean, including immediate area after each job.
- May be required to give breaks and relief to others.
- Assist all personnel in the maintenance department, as needed.
- May be required to do carpentry, painting, plumbing, and electrical work including changing fuses, hanging lights, or changing bulbs.
- Must be able to lift up to 50 lbs, work in confined areas, and awkward positions.
- Must be able to climb ladders and maneuver over, under, and around machinery.
- Understand and comply with all policies set forth by the Human Resource and Quality Departments.
- Follow all GMPs and HACCP Procedures.
- Understand, observe and comply with the handling and proper usage of color-coded utensils and containers.
- Follow and promote all safety policies and procedures and notify Supervision of any unsafe act immediately.
- Properly fill out and return all necessary documentation and paperwork, as instructed.
- Perform any and all duties required to meet standards as set forth by Richmond Baking Company.
- Contribute to team effort by accomplishing related tasks, as required

## Minimum Qualifications (Knowledge, Skills, and Abilities)

- High School Diploma preferred.
- Minimum of a High School Education suggested, but not required



- Two to six years related experience and/or training, preferably in manufacturing or distribution.
- Experience in the food industry preferred.
- Equivalent combination of education and experience considered.
- Strong written, verbal and interpersonal skills essential to effectively fulfill the job requirements herein.
- Ability to read, analyze, and interpret common articles and documents.
- Ability to respond to common inquiries or concerns from co-workers and management.
- Ability to write legibly and appropriately complete necessary paperwork and documentation for said position. Ability to effectively present information to management, union personnel and third-party representatives, when appropriate.
- Ability to understand mathematical concepts to effectively analyze statistics regarding internal data, such as throughputs, productivity, scrap and percent-to-goal calculations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to touch, handle, or feel. The employee is regularly required to stand, walk, climb stairs, and reach with hands and arms. Employee is occasionally required to smell or taste. The employee is regularly required to Stand for extended periods of time, climb stairs, walk long distances, bend, and stoop, and lift up 50 lbs.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at will relationship.

The company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.