



NON-EXEMPT JOB DESCRIPTION

POSITION: Lead **REVISION:** June 7, 2016

REPORTS TO: Facility Manager

FUNCTION:

Assist manager in daily operations. Assume responsibility and oversee operation in manager's absence.

SPECIFIC ACCOUNTABILITIES:

1. Assist manager with managing sampling, inspections, and other services provided by AWSS.
2. Maintain positive attitude with co-workers, peers, management staff, and customers.
3. Maintain necessary communication between manager and team members.
4. Understand and ensure compliance of all AWSS and Client safety regulations.
5. May be directly assigned to implement and oversee QA program.
6. Help manager train inspectors to the grade criteria and the RFI's and ensure that inspection standards are consistently met.
7. Maintain high level of confidentiality.
8. Manage or assist manager with task and shift scheduling.
9. Perform data entry and other assigned computer tasks as necessary.
10. Administer and support AWSS and client safety regulations.
11. Stay on duty until relieved or as directed by manager.
12. Appropriate AWSS personnel may assign other accountabilities as necessary.
13. Understand and administer RFI criteria.

QUALIFICATIONS:

1. High School or equivalent education preferred.
2. Analytical skills with ability to calculate averages and percentages.
3. Knowledge of potato inspection process preferred.
4. Communicate effectively in English.
5. Follow written and oral instructions.
6. Basic computer skills.

REQUIREMENTS:

1. Lift up to 35 pounds properly.
2. Work in an outside environment and in varied conditions.
3. Stand for long periods of time and be mobile.
4. Differentiate color. (Not color blind)
5. Work around noise, dirt, odors, dusts chemicals, fumes, and in poorly ventilated areas.
6. Work around potential mechanical hazards such as machinery, conveyor belts, chains, and forklifts.
7. Work around icy, slippery, muddy, uneven flooring and surfaces.
8. Work around electrical hazards such as truck unloading stations.
9. Operate forklifts and/or skid steers.

AUTHORIZATION: Must be signed by the President for approval and distribution.

Employee

Date


Bryan Henninger, President

June 8, 2009
Date