



**Navajo Agricultural Products Industry (NAPI)
POSITION DESCRIPTION**

JOB TITLE:	Operator	JOB CODE:		PAY GRADE:	SN
DEPARTMENT:	400 – Freshpack	PAY STATUS:			Hourly
REPORTS TO:	Plant Operations Supervisor	REGULAR/SEASONAL:			Seasonal
APPROVED BY:	<i>Bentah C. Gole</i> , Human Resources Manager	DATE APPROVED:			7/19/2017

I. POSITION FUNCTION SUMMARY:

Under the supervision of the Plant Operations Supervisor, the Operator assists in operations within the Freshpack facility by conducting inventory, operating a forklift to load/unload product on trucks for shipping, operating and maintaining machinery/equipment that produces tags for finished product, verifying data and preparing materials for printing by operating data entry devices, filling customer orders according to specifications on sales slips or order forms, providing final check on outgoing product prior to shipment, operating potato bagging equipment, and assisting in performing all preventative maintenance and calibration of scales of all machinery to maintain production.

II. ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent, and an employee may be directed to perform other reasonably related job duties and responsibilities. NAPI reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this position description may be updated accordingly. This position description does not constitute a written or implied contract of employment.

Essential Duties & Responsibilities

1. Maintains and complies with total quality controls according to USDA standards relating to inspection, grading, sorting, handling, and shipments that ensure NAPI's concerns on food safety.
2. Reads source documents such as canceled checks, sales reports, or bills, and enter data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
3. Compares data with source documents such as printed price tickets with entries on purchase orders to verify accuracy and notify supervisor of any discrepancies, locate and correct data entry errors.
4. Records all receipts of potato products, packing materials, and other materials ordered and received for use at Fresh Pack.
5. Verifies perpetual inventory computations by comparing them to physical counts of stock and initiate investigating discrepancies or adjusting errors.
6. Completes the accounting records for specific area, after receipt of daily product receiving and packing records from the respective departments.
7. Prepares orders for product based on phone or mail in orders from outside customers and internal NAPI communications. Communicate these orders verbally and follow up in

written format to the Manager/Supervisor so that they can prepare production scheduling.

8. Sets up functions on tag printers using a computer.
9. Places price information on tickets, marking by hand or using ticket-printing machine.
10. Records number and types of articles marked and packs articles in boxes.
11. Records price, buyer, and grade of product on tickets attached to products sold.
12. Indicates item size, style, color, and inspection results on tags, tickets, and labels, using rubber stamp or writing instrument.
13. Completes order receipts.
14. Places merchandise on conveyors leading to wrapping areas.
15. Maintains an organized work area to keep track of all product tagged and recorded on an hourly and daily basis, or as directed by supervisor.
16. Ensures all products are tagged properly and according to orders placed.
17. Sorts, grades, weigh, and inspect products; verifies and adjusts product weight or measurement to meet specifications.
18. Monitors the production line, checking for problems such as pile-ups, jams, or glue that is not sticking properly.
19. Attaches (pin, paste, sew, tie, staple) identification labels to finished packaged items, or cut stencils and stencil information on containers, such as lot numbers or shipping destinations.
20. Stocks and sorts product for packaging or filling machine operation, and replenishes packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels.
21. Packages the product in the form in which it will be sent out, for example, filling bags with potatoes from a conveyor or bin.
22. Inspects and removes defective products and packaging material.
23. Removes finished packaged items from machine and separates rejected items.
24. Counts and records finished and rejected packaged items and all out-going orders.
25. Maintains poly bag machine to ensure it is calibrated daily and operate to fullest capacity at all times.
26. Inspects product load for accuracy and safely moves it around the warehouse or facility to ensure timely and complete delivery.
27. Operates forklift and transports materials between loading, processing, and storage areas.
28. Manually or mechanically loads or unloads materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles.
29. Performs routine maintenance on forklift, machines or auxiliary equipment, such as cleaning, lubricating, recharging batteries, fueling, or replacing liquefied-gas tank.
30. Operates or tends automatic stacking, loading, packaging, or cutting machines.
31. Turns valves and opens chutes to dump, spray, or release materials from dump cars or storage bins into hoppers.
32. Signals workers to discharge, dump, or level materials.
33. Keeps work area clean in and around machine floor.
34. Shares the responsibility of making sure bailer is up and running during production hours with stackers.
35. Corrects any inventory problems as they arise.
36. Stores completed documents in appropriate locations.
37. Maintains logs of activities and completed work.

Other

38. Works collaboratively, cooperatively, and in coordination with fellow team members and with others in the organization, treats them with respect, courtesy and consideration, and shows understanding and the appropriate support of other team members to help get the job done.

39. Provides information, guidance and resources to diverse groups of customers, clients and others outside of the organization; treats them in a friendly manner with professionalism, helpfulness, respect, courtesy and consideration at all times regardless of circumstances.
40. Maintains regular, dependable attendance and punctuality, and physical presence at the assigned worksite; must interact directly with people or objects at the worksite on a regular basis. Communications technology may, for certain tasks and under certain circumstances, enable an employee to effectively perform some of the work-related duties from home on a temporary basis.
41. Performs other duties as assigned and which are deemed necessary or desirable by NAPI.

III. POSITION AUTHORITIES AND ACCOUNTABILITIES:

General:

Position has low to no level of line responsibility and very limited authority to make independent decisions over an assigned department or function.

Results of Action:

Position has no accountability for budgetary or financial decisions, and decisions will have no impact on resource utilization or budget within NAPI.

Budgetary & Financial Resources Accountability:

Position has high level of accountability for budgetary or financial decisions, and decisions will have a high degree impact on resource utilization within NAPI; responsible for a moderate level of impact on an operating budget for the Department;

Equipment/Material Management & Accountability:

Position has a minimal level of responsibility for equipment, material, or supplies; proper utilization is required plus accountability for first-echelon maintenance may be required; minimal authority and accountability for purchase within strict policy guidelines may be present.

Confidential and Sensitive Information:

- Incumbent has limited access to sensitive and proprietary company data, including but not limited to services, legal and financial data, and an essential job result is the maintenance of a high level of confidentiality of the information processed by the employee.
- Incumbent has a limited access to personal and professional data regarding individual employees and their families, and to personal data regarding customers/clients/members and their families, and must comply with the Fair and Accurate Credit Transactions Act (FACTA) to keep that data secure and private.
- Incumbent has no access to health data of employees and their families, and to health data of customers/clients/members and their families, and must comply with the Health Insurance Portability and Accountability Act (HIPAA), to keep that data secure and private.

Independence of Action; Supervision Received:

The Operator works under direct supervision of the Plant Operations Supervisor. Employee works along on routine work and checks with supervisor only when in doubt. Production generally precedes a check on the quality of work. Established methods and procedures are clearly established and general instructions provided.

Supervision Exercised:

The Operator has no supervisory authority or responsibility, although the Operator may retain functional authority over specific projects or areas of responsibility as specified in this Job Description or otherwise delegated by the Plant Operations Supervisor.

IV. POSITION QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position, but is not a comprehensive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Required:

- High School Diploma, GED, or High School Equivalence.

Preferred:

- Prior experience in farming or agricultural business.
- College course work in computers, inventory controls, purchasing or a relative field of study.

Substitution:

- Education/training can be substituted for previous work experience.

Navajo Preference:

Navajo preference will be applied in accordance with the Navajo Preference in Employment Act (NPEA), it is Navajo Agricultural Products Industry's ("NAPI") goal and intention to strictly adhere to the NPEA in all employment practices and hire qualified Navajo Personnel for all positions. Tribal sovereignty support and Navajo preference initiatives are mandatory.

Language Requirements:

Required:

Ability to read and write English in order to understand and interpret written procedures and technical manuals. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from vendors, contractors, supervisors and co-workers.

Preferred:

Bi-lingual (English/Navajo)

Shared Responsibilities:

As a requirement of their employment, all NAPI employees are expected and required to follow and adhere to the following job responsibilities:

- Support the mission, vision, values, and goals of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy, and deliver excellent customer service both to internal and external customers.
- Adhere to all company policies and procedures.
- Follow all safety policies, guidelines, and work rules, and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain and support a team environment within the workgroup, and with other departments.
- Champion NAPI in the community.

Core Competencies:

Performs the essential functions and elements of this position competently, demonstrating adequate progress throughout the course of the introductory period of employment and continuing throughout employment with NAPI. A variety of personal competencies need to be demonstrated by everyone at NAPI, and include but are not limited to:

- Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes with attention to detail, honoring NAPI policies and all regulatory requirements.
- Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer or client, rather than on self, department, or organization.
- Communication: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, keeping others informed.
- Collegiality: Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- Initiative: Taking ownership of our work, doing what is needed without being asked, following through
- Efficiency and Continuous Improvement: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- Coachability: Being receptive to feedback, willing to learn, embracing continuous improvement
- Safety: Comply with and actively support all workplace safety policies and practices.
- Team Player: able to work collaboratively with others in the organization, and to work well with diverse groups of people and gain and maintain respect of others, both inside and outside of NAPI.
- Self-Management: Skill in managing one's own time, being self-directed, able to work in a changing, stressful, fast-paced and varied work environment; must be detail-oriented and thorough in completing tasks, and persistent in the face of obstacles.

Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential functions of the position, but are not a comprehensive list:

- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective distribution of goods.
- Knowledge of principles and methods for showing, promoting, and selling NAPI products.
- Ability to report to work on time, as scheduled, every day.
- Ability to follow all food and safety requirements.
- Ability to train and be trained for advancement within NAPI.
- Ability to demonstrate safe work habits and promote safe working environment.
- Ability to pay attention to details and thorough in completing work tasks.
- Ability to developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Ability to take on responsibilities and challenges.
- Ability to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Ability to being open to change (positive or negative) and to considerable variety in the workplace.
- Ability to accept criticism and dealing calmly and effectively with high stress situations.

- Ability to being sensitive to others' needs and feelings and being understanding and helpful on the job.

Certification, Licenses and Registrations:

- Must have and maintain a current New Mexico, or Arizona driver's license, must have and maintain an NAPI-insurable driving record, and must provide proof of current liability insurance meeting or exceeding State-required minimum coverages.
- First Aid, CPR, Defensive Driving Course and Forklift Operation.

Training Requirements:

- Must successfully complete all NAPI-required safety and other training.
- Must successfully pass and maintain training certification in all state, NAPI, individual-specific, and/or other training requirements of the position and job assignment.
- Additional specific training requirements for this position may be required by NAPI.

Tools and Equipment Used:

- Standard office equipment, including desktop computer and standard MS-Office applications.
- Must be able to operate a company vehicle and a two-way radio.
- May operate Forklift; certification required.

Other:

- In accordance with the conditional offer of employment, individual must pass drug screen, and all NAPI, and other required background investigations.
- Additional drug screening and background investigations may be required depending on the job assignment, or job transfer.
- Must read and acknowledge NAPI's Non-disclosure agreement.

V. PHYSICAL & MENTAL DEMANDS and WORKING CONDITIONS

The physical and mental demands, and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical and mental demands, and working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NAPI maintains a comprehensive, detailed assessment of the physical and mental demands, and working conditions for this position, which are also included in the incumbent's employment file.

Physical Effort and Demand:

- Significant physical demand is required to perform the work; an employee in this position frequently stands, walks, kneels, squats, crawls, twists, and climbs.
- Significant physical demand is required to perform the work; an employee in this position frequently lifts a minimum of 100 pounds.
- Significant physical demand is required to perform the work; an employee in this position frequently using hands to finger, handle or feel, reach with hands and arms.

Visual Acuity, Hearing, Speaking, Manual Dexterity:

- Must have visual acuity and manual dexterity to perform timely and accurate data entry;
- Must be able to make individual, small group, and large group presentations as required by position

Mental Demand:

- Effective performance requires continual thinking and attention to work/detail demanded by the Knowledge, Skills and Abilities and essential functions of the job.
- Must be able to work non-standard work hours as required to fulfill job responsibilities.

Environment/Working Conditions:

- Little to no hazardous condition exists in the work environment. The work environment is pleasant; only minimal negative physical factors exist.
- Above average amount of negative psychological factors; these factors must be addressed and considered in the performance of duties and have potential for a negative impact on job incumbents.
- Little to moderate exposure to hot, cold, wet, humid, or windy conditions caused by weather, depending on department job assignments.
- •Little to moderate exposure to conditions such as dust and particles that affect the respiratory system, eyes or, the skin, depending on department job assignments.
- •Little to moderate exposure to noise level in the work environment may be loud.

Continued on next page.

VI. EMPLOYEE ACCEPTANCE:

By my signature below, I certify that I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description.

Employee – please initial each of these statements below to indicate your agreement, in addition to your signature at the bottom of this page:

	I acknowledge that I have been given access to a print and/or electronic copy of the Employee Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it.
	I understand that I am responsible for following all departmental and job-specific policies, procedures, work rules, and other guidelines.
	I understand that neither the Board of Directors nor management of NAPI can guarantee my employment, and that NAPI can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of NAPI.
	I further understand that the foregoing Job Description is not all-inclusive of the duties to which I may be assigned. To meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by NAPI.
	I acknowledge that NAPI also reserves the exclusive right to transfer, assign, or locate the incumbent to another job assignment within this job title for which I am qualified. Such transfer, re-assignment or re-location may be on either a temporary or regular basis, and shall be done to meet the business needs of NAPI.
	I also certify that I can perform the essential functions of this Job Description either with or without a reasonable accommodation.
	I further acknowledge that this Job Description does not constitute a written or implied contract of employment with NAPI.

Accepted and Acknowledged by:

Employee Signature *Date*

Print Employee Name

Witnessed by:

NAPI Representative Signature *Date*

Print NAPI Representative Name and Job Title