

**2266 S. Walker Road  
Cleveland, TX 77328  
P: 866-593-1319, F: 281-593-2898**

**Job Description:** Maintenance Worker

**Employee:**

**Qualifications:** Basic math, mechanically inclined, Sanitation experience, has knowledge of foodservice operation and sanitation. Clean Record. A Valid Texas Driver License. Must have your own hand tools.

**Duties:**

- Fixing Specialty Cheese Equipment and Packaging Equipment.
- Maintenance
  - Organization (all work areas and maintenance room – Label new Parts Shelf and Take Inventory as you showed me on Sara Lee Presentation)
  - Warehouse
    - Weight Scale Maintenance and Calibration
    - Manual Sealer and Heat gun
    - Date Guns
    - Advanced Metal Detection Metal Detector with Conveyor
    - Lid Maker
    - Pallet Jack – Manual
    - Pallet Jack – Motorized
    - Picker Unit – Walk Behind Motorized
  - Septic System – Waste Water Grease Trap, Lift Station, Aerobic System with Sprinklers
  - Water Well System
    - Hot water system
    - Light plumbing
    - Laundry Room
    - Filtration
    - Chlorination
  - Ground Maintenance Equipment
    - Blower
    - Weed Eater
    - Pressure Washer
    - Lawn Mower
  - Company Vehicles
  - Refrigeration Systems
    - Big Cooler – 50 ft. x 60 ft. x 14 ft. Tall
    - Process Cooler – 15 ft. x 40 ft. x 8 ft.
  - Production Room Equipment
    - Dual Chamber Ultra Vac, Vacuum packer with gas flush
    - Multi Vac Horizontal Roll Stock packing machine, with single, dual, triple, and nine pocket with gas flush
    - Pneumatic Cheese Cutter
    - V-Meg Robot 500 Portioner with Guillotine Chopper and Take away Conveyor
    - Manual Cheese Slicer
    - Hobart 5300 Mixer Grinder
    - Scales

- Stainless Tables

- Conducting maintenance on equipment and tools
- Specialty task
- Electrical (Install Plugs, Disconnects, Breakers, Ballast, Run Conduit, Pull Wire, Etc.)
- Refrigeration (Find Leaks, Repair Leaks, Charge System, Change Relay's, Fan Blades, Motors, Clean Coils, etc.)
- Clean and Sanitize in accordance with the SSOP's.
- Daily Maintenance work ticket logs
- Assist in Warehouse as needed

**Requirements:**

- Honest, Common sense, and Sense of Urgency
- Capability to work in 36 degree environment
- Self Motivated Person
- 5 yrs experience (Maintenance Worker)
- Responsible and able to Multi Task
- Dedicated to doing the job right the first time
- Attention to Detail and Organized
- Able to lift 50 pounds
- Must have your own transportation
- Must be dependable
- Team Player
- Capability to stand for long periods of time and lift up to 50 lbs
- Works well under pressure
- Team worker
- NO SHOW, NO CALL, NO JOB
- Everyone MUST call James if they will be missing
- If you do not know always ask questions
- Sanitation is mandatory
- NO PERSONAL CELL PHONE DURING OPERATION HOURS.

Teach and help others how with task. Stay Positive about the company and participate in new projects to help the company prosper.

**Compensation:** \$ \_\_\_\_ per hour. We will give you an evaluation in (6) weeks. Unlimited Room for Advancement! Smoke free work environment.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_