



## Grader Job Description

**Division/Department:** Operations/Repack

**Reports to:** Repack and Production Manager

**Level/Grade:**

**Type of position:**

Full-time     Contractor  
 Part-time     Intern

Exempt  
 Nonexempt

**General Description:**

- Must be able to rapidly identify quality and condition problem when grading fruits and vegetables.
- Remove quickly the products with defects to insure efficiency of grading operations as well as the best quality possible to our customers.
- Must grade, weight, seal, inspect and pack different products in a box.
- Put best by dates or Julian date on the bags according with our customer's specification
- Must be able to work in a refrigerated environment from 35° F to 50° F depending on the product we are repacking.
- Must be able to neatly stack and wrap pallets of repacked products to insure quality delivery to our customers.
- Erect hand fold boxes when needed.
- Must be able to lift 30 lbs. consistently without difficulty
- Must strictly follow all required food safety procedures and good manufacturing practices.
- Must be able to clean and sanitize the packing lines/tables/floors several times during the production day.
- Must follow all safety practices when handling different chemicals to clean and/or sanitize coolers, repack rooms, equipment, floors, walls, etc
- Must follow directions from machine operator/team lead, supervisor and manager in charge.
- **Open shift at any time and any day from Monday to Sunday according with our customers' needs.**
- Must meet tardiness and absence standards found in the Southern Specialties employee handbook. All absences must be cover with a PTO form filled. No vacations are allowed from Oct thru January.

**Work experience requirements:**

- Able to lift up to 30 to shoulder height and above
- Ability to take directions and work as a team.
- This job description is not intended to be all – inclusive. Employee may perform other related duties as delegated to meet the ongoing needs of the organization.

**Education Requirements:**

Must be at least 18 years of age.

**Employee Name:**

**Employee Signature:**

**Date of Hire:**

**Date Signed:**

**Dept. Manager Name:**

**Dept. Manager Signature:**