

Prince Edward County
CANNERY ASSISTANT

GENERAL DEFINITION OF WORK:

FLSA:Non-Exempt

This part-time position performs responsible skilled trades work in operating canning service activities; does related work as required. Work is performed under general supervision of the Cannery Manager. The Cannery Assistant will work primarily with the commercial customers of the cannery, but will assist all cannery users, as directed.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting and advising commercial users and citizens processing food; operating equipment; overseeing and coordinating maintenance. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ✧ Assists commercial and private clients with canning needs.
- ✧ Advises cannery users on how to prepare fruits, vegetables, and meats.
- ✧ Operates retort and can seamer equipment.
- ✧ Prepares reports for commercial customers using computerized equipment recording the retort pressure, time, and temperature of food processing stages. Maintains file of reports at the cannery.
- ✧ Processes meat; grinds and packages sausage.
- ✧ Assists with ordering supplies and maintaining inventory.
- ✧ Assists with inspecting equipment, storeroom, and foods to maintain proper sanitation and operation.
- ✧ Assists with cleaning and maintenance of utensils, equipment and working area.
- ✧ Assists with collecting, recording, and accounting for monies received from patrons.
- ✧ Records canning activity by entity.
- ✧ Conducts outreach initiatives to promote the cannery and to raise customer awareness of the proper use of the cannery equipment.
- ✧ Provides guidance to prospective commercial users with process for FDA / VDACS registration.
- ✧ Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the preparation, cooking and canning of food in large quantities; general knowledge of food quality and values; general knowledge of the principles and practices used in receiving and storing food in large quantities; thorough knowledge of kitchen sanitation and safety measures used in food handling and in the operation, cleaning and care of utensils, equipment and work area; must uphold the quality standards of a commercial food processing facility.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in home economics, food nutrition or related field. Continued employment will be contingent upon satisfactory completion of a course giving instructions in food handling techniques, food protection principles, personal hygiene and plant sanitation practices, pH controls, and critical factors in acidified foods processing.

PHYSICAL REQUIREMENTS:

This is medium duty work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, standing for long periods of time on a concrete floor, lifting, bending to load and unload cans from processing equipment, fingering, grasping, feeling, and repetitive motions in a non-air-conditioned space; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for use of measuring devices, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.