



Job Title: Cutter
Department: Production
Supervisor: Production Manager
FLSA Status: Non-Exempt
Date: February 1, 2010

Job Overview

Under the direction of the Production Manager cleans and cuts the whole fish into steaks, filets, and other saleable products.

Essential Duties & Responsibilities

- Clean, trim, slice, and section carcasses for processing; cut and trim fish to prepare for packing; process primal parts into cuts that are ready for retail use.
- Remove parts, such as skin, scales or bones, from carcass.
- Inspect products for defects, bruises or blemishes and remove them along with any excess fat.
- Weigh fish and tag containers for weight and contents.
- Pack wholesale and local customer orders.
- Maintain inventory rotation to avoid spoilage; re-ice all fish when necessary; bring frozen fish out of the freezers to thaw out
- Report any not usable fish to supervisor
- Maintain cutting area and coolers clean; clean the working area and warehouse surroundings
- Help train new employees
- Help with shipping and receiving
- Follow and apply all the company guidelines and policies (food defense, good manufacturing practices, safety, and sanitation)
- Use knives, cleavers, meat saws, bandsaws, or other equipment to perform fish cutting and trimming.
- Wear Common Protective or Safety Equipment such as safety shoes, glasses, gloves, hearing protection, hard hats, hairnets, as assigned

Other Duties and Responsibilities

- Mentor new employees
- Clean and sanitize adjacent areas as needed
- Assist other departments as necessary to meet production and delivery goals
- Other duties as assigned

Knowledge, Skills, Talents, & Abilities

- **Production** – Knowledge of tools, materials, production processes, quality control, costs and other techniques for maximizing the effective preparation and distribution of goods
- **Tools** – Ability to safely and efficiently use bandsaws, knives, and other tools and materials required for the position
- **Coordination** – Knowledge and understanding of the relationships of other departments to each other; must be able to perform as a team member in the work environment.
- **Time Pressure** – ability to work swiftly and accurately in order to meet production deadlines

Education and/or Experience

- 18 years of age

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects; to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position; see details at close range (within a few feet of the observer); to lift and carry 50 pounds for short distances. Long-term standing required.

Work Environment

The work environment characteristics 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.

Variable work environment; work is conducted both indoors and outdoors with varying environmental conditions; indoor facilities kept at cold temperature, so warm clothing is required.

Acknowledgement

I acknowledge that I have read the job description and requirements for Cutter and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

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