



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Cannery Floor Manager
(17010)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Public Works
(05)

Revision Date: July 2003

General Description: This is a seasonal semi-skilled position. The incumbent performs high level technical tasks to ensure the safe preservation of food at the County's cannery.

Organization: The Cannery Floor Manager reports to the Cannery Supervisor and may supervise Cannery Attendants.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Operates the blancher, corn machine, kettle, pulper/grinder, exhaustor, sealer, and retort.
- Handles daily paperwork, collection of fees, routine phone calls.
- Assist with equipment repair and maintenance and responds to phone questions and requests.
- Works with citizens and patrons.
- Assist with the annual opening and closing of the cannery.

Working Conditions:

- A. Hazards
 - Equipment -- Boilers and steam pressure
- B. Environment
 - Routine exposure to heat, dampness, noise and cement floors
- C. Physical Effort
 - Routine lifting of objects over 25 pounds. Most work time spent standing or walking.
- D. Exempt or Non-exempt
 - Non-Exempt

Knowledge, Skills and Abilities: Must be able to follow instructions and meet deadlines. Ability to work effectively with others, required. Mechanical aptitude, preferred.

Education, Experience and Training: High school diploma or equivalent required. Must have experience in bulk food preparation. FDA license, preferred. Supervisory experience, desired.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Work beyond normal work schedule
- Seasonal Position