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# Example of AM / PM Job Description

Our growing company is searching for experienced candidates for the position of AM / PM. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for AM / PM

* Completes and documents all assigned medication storage area inspections at least monthly
* Maintains outdated medication tracking function, ensuring appropriate expiration dates are entered, stock is rotated, and expired items removed from automated distribution equipment
* Preparing all ingredients necessary for doughnut production - brew, dough, glaze, fillings and icings - using the correct formula
* Completing a proper production schedule on a regular basis, always seeking to minimize waste
* Maintaining a correct dough schedule to ensure product freshness
* Storing doughnuts properly
* Keeping records of proper times and temperatures for all products prepared
* Accurately weighing ingredients, measuring liquids, mixing and frying doughnuts
* Monitoring proofer, fryer, and other equipment to guarantee all settings are correct
* Restocking for next shift

## Qualifications for AM / PM

* Uses reason even when dealing with emotional topics and keeps emotions under control
* Advanced knowledge of Excel, Word, PowerPoint, and Oracle is required
* Must have the capability to learn and navigate new database systems quickly and efficiently
* Able to repetitively lift up to 60 lbs for the duration of shift
* Must be capable of standing, walking, and squatting for extended periods of time
* You need to have a diploma from the Istituto Tecnico or Liceo