

Revised: September 2018
Title: Processing Assistant
Department: Operations- Processing
Reports to: Processing Supervisor
Status: Hourly, Non-exempt, Part-time
Schedule: 2:00pm-6:00pm Monday-Friday

General Description:

The Processing Assistant is responsible for producing sliced ready-to-eat apples to meet customer demand. The Processing team is responsible for the semi-automated apple processing line while ensuring the line is operating in a safe and productive manner. Daily customer orders must be completed on-time. Working with the supervisor, lead and other assistants, all equipment must be washed, sanitized, and ready for inspection proceeding every operating shift.

Essential Duties and Responsibilities

- Work on semi-automated apple slicing/processing line to pack ready to eat apple slices.
- Trained on all stations within the processing room.
- Work with supervisor or shift lead to ensure equipment is functioning properly and is not posing a life or food safety threat
- Responsible for cleaning and sanitizing all equipment and areas of the processing room
- Follow food safety guidelines to ensure product is safe to consumers
- Complete all required documentation and logs for tracking and food safety purposes
- Work with kitchen staff to coordinate the use of equipment in the VAP room as needed
- Maintain records and documentation for internal and regulatory agencies
- Follow policies, procedures, and requirements established by leadership team and SQF standards
- Follows all sanitary and safety guidelines as required by regulatory agencies
- Ensure the VAP room is inspection ready at all times
- Follow all safety procedures
- Other duties may be assigned

Minimum Qualifications & Skills:

- 2 years of experience in food manufacturing or food service
- Associates degree
- L2 certification preferred or ability to pass L2 Food Safety test
- Education can be substituted for additional working experience
- Ability to work in a temperature controlled room below room temperature
- Ability to perform routine maintenance on equipment
- Able to carry out oral and written instructions.
- Able to articulate problems with equipment to supervisor
- Able to apply mathematical concepts.
- Able to work in a team environment.
- Have a professional attitude and appearance at all times.
- Fluency in English required. Knowledge of Spanish helpful.
- Able to lift at least 50 pounds.
- Able to do repetitive motion
- Able to stand for long periods of time.
- Attention to detail.
- Ability to pass a drug screen

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents and hand tools. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment is fast paced in varying temperature conditions.

The noise level in the fast-paced work environment is moderate to loud and may require the use of hearing protection at times.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✦ Passion and commitment to our mission ✦ Going above and beyond what is required
- ✦ Seeing our roles as more than just a job ✦ Proactively seeking improvements ✦ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.