



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Third Party Processing Assistant

Department: Operations/Processing

Reports to: Executive Chef

Status: Full-Time, Hourly, Non-Exempt

Work Schedule: 7:30am – 6pm, Monday - Thursday

JOB SUMMARY

Foodlink leverages its food related assets and creates job through partnerships with other organizations who have food processing needs. The Third Party Processing Assistant is responsible for producing and packaging granola to meet customer demand. The Processing team is responsible for the semi-automated bagging 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 and other assistants, all equipment must be washed, sanitized, and ready for inspection preceding every operating shift.

KEY RESPONSIBILITIES

- Work in a kitchen and food processing setting
- Comfortable using ovens, automated processing equipment and other kitchen/ food grade appliances.
- Train on all stations within the processing room.
- Work with Executive Chef and Facilities Manager 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
- Cross train in apple slice processing and other areas of production and processing
- Maintain records and documentation for internal and regulatory agencies
- Follows all sanitary and safety guidelines as required by regulatory agencies
- Follow all safety procedures
- Participates in on going food safety training to ensure full understanding of Foodlink's food safety procedures and HACCP plan
- Responsible for ensuring high quality, food-safe food is produced at all times
- Must understand GMP's as they relate to this specific role and others in the room. Ensure compliance with GMP's in the room at all times

- Responsible for protecting the integrity of the processing room and product as well as ensuring that they do not contribute to cross contamination at any time.
- Ensure the granola processing room is audit ready at all times
- Serves as back up for other Processing Assistants as needed
- Other duties may be assigned

QUALIFICATIONS

- 1-2 years of experience in food manufacturing or food service strongly preferred
- L2 certification preferred or ability to pass L2 Food Safety test
- 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 basic mathematical concepts.
- Able to work around minimally invasive chemicals
- 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 regularly 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.

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.

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.