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### **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 & 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

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## **Job Title: Processing Team Lead**

**Reports to:** Produce Strategy Manager

**Status:** Hourly, Non-exempt, Full-Time

**Supervises:** Sr. Processing Operator, Processing Operators

**Schedule:**

### **SUMMARY**

The Processing Team Lead is a hands-on position responsible for daily oversight of personnel, sanitation and operation of Foodlink's automated apple processing line. This position is responsible for delegating tasks, filling in where needed and troubleshooting mechanical issues to ensure that customer orders are met on time and that proper sanitation, food safety and quality requirements are met. The processing Team Lead works closely with the Produce Strategy Manager to maintain the standards of the room and share in the responsibilities for personnel, safety and mechanical issues.

### **KEY RESPONSIBILITIES**

- Oversees processing operations and works alongside line operators to meet daily production volumes and standards
- Communicates daily with Produce Strategy Manager to assess production schedules, inventory volumes, shipping/receiving schedules, challenges and opportunities.

- Maintains inventory including food and non-food items needed for processing.

### Personnel

- Assigns tasks and delegates to the team to ensure daily production volumes and standards are met.
- Serves as back up and fills in for the Sr. Processing Operator & Processing Operators as needed.
- Ensures safety standards are followed and coaches team on proper safety practices with employees as needed
- Monitors performance of employees and coaches appropriately.
- Work with the Produce Strategy Manager to address any personnel issues.
- Works with the Produce Strategy Manager to schedule required training for processing staff. Ensures team attendance and tracks training.
- Works with the Produce Strategy Manager to set goals and conduct quarterly conversations with processing team members.

### Safety & Sanitation

- Follows food safety guidelines, policies, procedures, and requirements established by Foodlink and SQF to process high quality food that is safe to consumers.
- Maintains accurate and detailed records and documentation for internal purposes and regulatory agencies.
- Responsible for immediately reporting/addressing any non-conformances against the SQF code or any other food safety regulations.
- 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.
- Oversees cleaning and preventative maintenance processes: performs post-sanitation inspections, delegates tasks appropriately, and assists as needed.
- Follows all sanitary and safety guidelines as required by regulatory agencies.
- Ensures all HACCP, GMP, sanitation preventive controls, supply chain preventive controls, and all other prerequisite food safety standards are met according to USDA, FDA, FSOS, New York Agriculture and Markets, FSMA, and organizational requirements.
- Participates in on going food safety training to ensure full understanding of Foodlink's food safety procedures and HACCP plan.
- Ensures the processing room is inspection ready at all times.

### Mechanical

- Ensures equipment is functioning properly and is not posing a life or food safety threat.
- Performs troubleshooting, adjustments, and minor repair on equipment as needed.

*Other duties as assigned by Produce Strategy Manager*

### QUALITIES

- **Agile.** The ideal candidate will be able to adapt to evolving needs and priorities. Ability to juggle and prioritize a varying demands of this role
- **Collaborative.** Ability to work well with a variety of stakeholders including management, direct staff, peers, and other internal departments, and external partners.
- **Solutions-oriented.** Ability to contribute to problem solving and to pivot between strategies and manage competing priorities.
- **Mission-driven.** Reflects on the mission often, using it as the north-star for decision making. Proactively seeks information as it pertains to hunger relief and/or how Foodlink operates.

### Preferred candidates will also have:

- 3+ years' experience in food manufacturing and/or food service. Or equivalent combination of work experience and education.
- Some experience in a team lead or supervisory position preferred

- Proven experience working and thriving within a team environment
- Associates degree in Electronics, Electrical Technologies or related field a plus (NOT REQUIRED)
- Computer experience, specifically with Microsoft Programs (Excel, Word, and Outlook)
- Ability to carry out oral and written instructions.
- Ability to work in a temperature controlled room below room temperature
- Ability to perform routine maintenance and trouble shooting on equipment
- Ability to apply basic mathematical concepts
- Ability to communicate expectations, assignments, and responsibilities clearly and professionally
- Capable of training others in operation and maintenance of equipment
- Fluency in English required. Knowledge of Spanish helpful.

### **SALARY AND BENEFITS**

This is a full time, year-round position, paid on an hourly basis. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

### **PHYSIUCAL DEMANDS & WORK ENVIORNMENT**

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, stand and talk and hear. The employee is required to use hands to handle or feel items such as equipment and materials. The employee is frequently required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects weighing up to 50 pounds.

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. The noise level in the work environment is moderate. *Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive. Employees will follow other instructions and perform other related duties as required.*

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