



**Job Title: Packaging and Quality Assurance Team Member**

**Version Date: January 11<sup>th</sup>, 2024**

<b>Classification:</b> Non-Exempt	<b>Department:</b> Production
<b>Pay Type:</b> Hourly	<b>Reports to:</b> Packaging Lead
<b>Position Type:</b> Full-Time or Part-Time	<b>Schedule:</b> TBD

**Job Summary:**

Rosemont's packaging and quality assurance team is responsible for sorting and packing all prepared food and baked goods created by our baking, pastry and prepared foods teams as well as value added products. They contribute to all core departmental responsibilities and participate in the completion of all daily shift goals. These contributions include safely handling and packaging ready-to-eat foods, picking and receiving orders, and maintaining an orderly and sanitary work environment.

**Duties and Responsibilities:**

- Practicing accuracy and consistency with respect to portioning, packaging, and labeling all Rosemont baked goods.
- Supporting food production teams by providing oversight for quality control of prepared foods and baked goods.
- Organizing packaging supplies and materials.
- Participating in special projects including but not limited to special orders, catering and bulk food programs.
- Practicing Rosemont's standards of sanitation, site and equipment maintenance, and proper use of facilities.
- Adhering to all protocols and regulations of the Maine Departments of Health and Agriculture regarding personal and tool hygiene, sanitation, cross-contamination, and safe food handling.
- Participating in team efforts to maintain and organize ingredients, product, and supply inventories, and communicating any discrepancies to their manager for immediate resolution.
- Picking and packing outgoing store orders and staging for delivery fulfillment.
- Clearly transmitting critical production/supply information through company-wide channels.
- Reporting all operational disruptions, changes, and successes to their manager and reporting all urgent bakery maintenance needs to their manager, Facilities Maintenance Engineer, or Director of Operations.
- Participating in routine cleaning and sanitation of high-touch surfaces and food storage areas.
- Practicing Rosemont's Standard Operating Procedures (SOP) to achieve departmental goals in the key areas of workflow efficiency, production, and profitability.
- Following all company and department policies as written in the Employee Handbook.
- Other tasks as assigned.

**Required Skills/Abilities:**

- Keen interest in local food systems, baking trends, sustainable food economies, and specialty foods.
- A team-oriented attitude and a desire to promote a safe, respectful, and inclusive workplace.
- Independent and reliable transportation.
- Receptive to feedback.
- Focus on continuous improvement.
- Superior attention to detail for consistency and quality control purposes.
- Excellent organizational skills.
- Independent time-management skills and ability to sustain multiple ongoing projects.
- English language proficiency required.

**Education and Experience:**

- High School diploma or equivalent required, college degree preferred.
- Prior experience in a bakery or culinary environment, prior professional packaging experience preferred.

**Work Environment:**

- This is an in-person position, and all work will be carried out on-site at Rosemont Headquarters. This site is not open to the general public.
- The specific hours of employment and shift schedule will be determined in conjunction with the department manager.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.

**Physical Requirements:**

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to stay standing throughout the duration of the shift.

*The physical demands and work environment characteristics 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.*