

Trazza Fine Labanese Food Job Description

Job Title: Packaging Manager

Reports To: Operations Manager

Duties and Responsibilities include the following. Other duties may be assigned.

1. Processes and prints package counts and per store sheets and crate labels for our products and customers*
2. Communicates at the beginning of each day with the production/or operational manager if need to before starting the shift to recap the day as to what and when the food will be ready to package and makes adjustments as needed.*
3. Creates if scenarios for and if employee is sick or a machine is acting up as well as has the ability to think ahead and to think outside the box.*
4. Adheres to and enforces quality control standards as well as food safety and sanitization laws in production cultivating and fostering a strong team spirit based on our company's core values*
5. Oversees the ordering and receiving of all items involved in food packaging, including packages, and labels by monitoring inventories.*
6. Empowers, coaches, encourages, disciplines, and rewards team members*
7. Responsible for maintaining, monitoring, and using packaging and labeling automated machines.*
8. Communicates adjustments effectively with upper management, suppliers, and employees*
9. Works with suppliers to get the highest quality packaging materials for the most economical price*
10. Minimizes to the extreme any label, package, and food waste.*
11. Makes sure all of the packaging working areas and space are always clean and organized.*
12. Makes sure to adhere to all of the ODA and FSMA rules when it comes to food safety, and handling.*
13. Makes sure all of the working areas during and at the end of the shift are clean and sanitized.*
14. Responsible for interpreting instructions to non-English speaking team members, depending on language(s) known.*
15. Performs other duties as assigned.

Supervisory Responsibilities:

Directly supervises five employees in the Packaging Department and the dishwasher. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of spreadsheet software and internet software.

Education/Experience:

One to two years related experience and/or training.

Specialized Training:

One to two years prior experience using packaging equipment such as a hopper, vacuum sealer, or dating machine

Certificates and Licenses:

Food handler's permit

Equipment:

- Hopper
- Dating machine
- Ladder
- Vacuum sealer

Knowledge, Skills, and Other Abilities:

- Effective time management skills
- Sufficient communication skills
- Ability to instruct, affirm, correct, discipline, and encourage team members

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 stand, walk, and use hands. The employee is frequently required to reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to wet or humid conditions (non-weather), work near moving mechanical parts, and extreme cold (non-weather). The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually loud.