

Carolina Cookie Company

Job Title: **Production Associate – Seasonal**

Department: Production

Reports to: Product Manager / Assistant Production Manager

**Summary of Position Responsibilities**

Position is responsible for assisting in the production department with:

Following Good Manufacturing Practices while onsite working

Baking cookies – includes adding raw dough to the cookie sheets, pulling cooked product from ovens, set trays on cooling racks. Moving cooking racks into wrap department for individual cookies to be run through a machine which wraps all cookies individually. Will add supplies as needed to moving equipment / production machinery.

Wrapped cookies are moved into inventory area and separated by type of cookie. Production Associates may work as expediters with assisting to pack orders into boxes, cans or baskets. Cards are attached and order is checked for quality assurance.

Orders are completed and moved to a shipping / packing area – following the trail of paperwork to make certain quality is maintained, Good Manufacturing Practices are maintained and product is accurately counted, packed and prepared for commercial shipping from the building.

Production associates (shipping) are tasked with packing up multiple completed boxes, cans and/or baskets into large shipping boxes, labeling, coding tickets for accuracy and moving ready-to-ship product packaging into trucks for pick up by USP or Federal Express.

Production Associates are not limited to the process above; but may also assist with clean-up at the end of the shift – putting trash in the dumpster, sweeping up areas, wiping down machines and cookie trays that had uncooked and cooked product in the area.

Areas that are wrapping, adding ribbon, tags, cards, etc should be cleaned up at the end of the shift – all items utilized put back in good order for the next shift of people to utilize the area.

**EXPECTATIONS**

Report any accidents immediately.

Report any production problems immediately, do not waste time when there is a quality or challenge impacting productivity and efficiency

Employee must clock in and out accurately – and for themselves. No clocking for another employee.

All employees are expected to follow company rules, regulations, policies and procedures

All employees are expected to work the hours / days agreed upon.

**PHYSCIAL REQUIREMENTS OF JOB**

Employees will be working on concrete or fatigue mats during their day on the job. All employees working full time hours (8) will receive a meal break in the break room. Employees will be expected to walk, bend, move, pick up, push or pull product related materials up to 25 pounds.

There is repeated motion as a Production Associate.

Employees will be expected to wear a facial mask in the building (As a COVID 19 precaution) – and will also be expected to wear a hair net within the building inside of the production area.

**PAY INFORMATION**

Production – A new hire will earn $11.00 per hour on 1st shift.

A new hire on 2nd shift will be eligible for a 2nd shift differential of $11.50.

The pay rate will be higher for experienced team-leaders, assistant production supervisors.

Paychecks are distributed every other Thursday at the location at 819 Baker Road, High Point, NC.