



Monument Farms Inc.

Job Description

Job Title: Processing / Packaging Specialist

Reports to: Jon Rooney

Job Purpose

The Processing / Packaging specialist will be a member of a team responsible for packaging all bottled products and transporting into our cold storage area.

Duties and Responsibilities

The person in the position of Processing / Packaging specialist will be expected to carry out (on a rotational basis) the following:

- Casing finished product
- Ensuring proper label application
- Debugging empty containers
- Transporting product into Cooler in an organized manner

Qualifications

- General understanding of product rotation and relevance of code dates to perishable products
- Reliable work attendance
- Professional and friendly personality, willingness to take on new tasks
- Ability to stay on task - both individually, and when working with a team

Working Conditions

The majority of the Processing / Packaging specialist's tasks will be carried out in the Processing Plant and Cooler. The area is subject to Food Safety Regulations and must be maintained as such.

Physical Requirements

The Processing / Packaging specialist will be expected to be able to lift at least 40 pounds and maneuver a loaded handcart and/or pallet jack. The work is physical in nature, which is the reason for the rotating duties.

Direct Reports

None

Schedule

Weekly schedule is Monday, Tuesday, Thursday and Friday. There is an option for additional work on other days if more hours are desired. Schedule may occasionally be adjusted to work around a holiday.

Compensation & Benefits

The Processing/Packaging position will start at \$17 per hour. Currently, the work week is approximately 36-40 hours, with a performance review following a 3 month probationary period at which point salary **may** be renegotiated. Performance/salary will be reviewed yearly.

Monument Farms issues payroll check **Bi-Weekly**, 1 week in arrears.

Please see accompanying form for explanation of health insurance offered by MFD.

All Monument Farms employees receive unflavored (white) milks at no charge, so long as there is no abuse of this privilege, along with two (2) pints of chocolate milk per shift worked.