



## **JOB POSTING: PART-TIME PACKING ASSOCIATE**

Hot Bread Kitchen seeks a reliable individual who can efficiently perform overnight bread packing duties for our non-profit bakery. The Packing Associate's job is to pack various breads, organize orders for delivery, and communicate responsibly with Operations Manager, CBO, production, and facilities staff. This person must maintain packing systems and handle invoice distribution.

### **RESPONSIBILITIES:**

- Prepares all customer orders accurately. No mistakes
- Pick and packs product into appropriate containers and boxes
- Ensures that all pre-packaged products are out and ready for delivery
- Packs shelf-stable breads
- Packs equipment for farmers' markets
- Slices bread
- Makes sure invoices are distributed correctly
- Notifies Operations Manager of all packing-related concerns
- Keep bakery, kitchen, storage and office premises in clean and orderly condition.
- Sweeps work area at the end of shift
- Collects all pans and dishes throughout shift and brings them to the dish room
- Completes all packing duties within shifted time

### **REQUIRED SKILLS:**

- Highly detail oriented
- Can work in a fast-paced work environment
- At least 1 year experience working in food manufacturing
- Highly organized and detail oriented
- Capable of standing on feet for a period of 8 hours
- Works quickly & efficiently in a food manufacturing facility that has high foot traffic
- Demonstrates ability to work with a team as well as independently

TO APPLY:

Interested candidates should forward their resume to [HR@HotBreadKitchen.org](mailto:HR@HotBreadKitchen.org). Please include "Part-Time Packing Associate" and your name (Last, First) and in the subject line of your email.