



Position/Title: **Packaging Specialist**

Location: Oconto Falls, WI

Type: Part Time

Reports to: Vice President, Operations

Summary:

The Packaging Specialist continues our over 100-year tradition of producing hand-made and award winning classic cheeses using traditional production methods and milk from local dairy producers. In addition, the Packaging Specialist is responsible for the cutting, packaging and labeling of cheese for our valued customers.

Roles / Responsibilities / Accountabilities:

Operate cutting and packaging equipment

Assist with the waxing and packaging of cheese to meet order specifications

Picks, packs and labels cheese according to order information and company policy

Follow and maintain organized order information

Assist with palletizing and shrink wrapping pallets to prepare for shipping

Assist with recording cheese weights, start time, down time, pounds produced, and pallets produced

Assist with keeping an organized and accurate inventory

Maintain the entire work area in a clean and sanitary condition and follow all safety procedures

Perform daily assembly and cleaning, swabbing, and sanitizing of packaging equipment and printer

Follow and comply with applicable good manufacturing, safety and quality assurance practices

Observe and support all packaging rules and company policies

Assist with general plant cleaning as needed

Assist with routine maintenance of packaging equipment

Other duties assigned by Lead

Qualifications:

Highest standards of ethics and integrity, humble, making our customers feel comfortable and important

Excellent verbal and written communication skills

Highly organized and able to adapt quickly to changing priorities

Self- motivated to succeed, meet deadlines and follow through on tasks

Strong attention to detail for accuracy in all facets of the position

Understanding of good manufacturing practices

Ability to work with required sanitation chemicals

Basic computer skills preferred

Ability to multi-task especially during busy periods

Ability to follow policies and procedures

Ability to work days, evenings, weekends and holidays

Ability to frequently lift/carry up to 50 pounds, occasionally lift up to 80 pounds with assistance

Ability to walk and stand for long periods of time

For additional career opportunities with Springside Cheese, please visit us at

[www.springsidecheese.com/careeropportunities.html](http://www.springsidecheese.com/careeropportunities.html)

Individuals can apply in-person, download an application online or send a resume to

[hr@springsidecheese.com](mailto:hr@springsidecheese.com)