

Job Description

Title: Shipping/Production Assistant

Reports to: Jim Neidel

Department: Operations

Date Updated: April, 9th 2018

Maple Valley has an opening for a PT shipping/production assistant, that could grow into a full-time position. Responsible for bottling, packaging and clean up. Duties to include, but not limited to, labeling, filling, capping bottles of maple syrup. Packaging products, building and wrapping pallets. Loading and unloading trucks. Clean up and break down of bottling room. May require some basic computer skills. Ideal candidate is self-motivated, organized, has high quality standards, can drive forklift, lift 50 plus pounds, and work flexible schedules. Experience with and knowledge of the organic food industry preferred. Experience with shipping or production also a plus. Must like REAL maple syrup and have a positive attitude. Contact via email. Jim [@maplevalley.coop](mailto:Jim@maplevalley.coop)

Summary of Role

The PT Shipping/Production Assistant is responsible for assisting the Production Manager with all duties/responsibilities in the Production & Warehouse Departments. Including packaging goods, shipping pallets, bottling, and breakdown/cleanup procedures. Attention to detail, forklift experience and able to lift 50 plus pounds is required. 25-30 hours per week to start.

Essential Duties and Responsibilities

- Self-motivated, organized and high quality standards
- Flexible schedule, but the right individual can move into preferred schedule when fully trained
- Attention to detail
- Must like REAL maple syrup
- Forklift experience
- Must be able to build and wrap a pallet

Additional Duties and Responsibilities

- Other duties as assigned by supervisor

Knowledge, Skills, and Abilities

- Existing experience in or knowledge of Organic/Natural foods trade preferred
- Basic computer skills
- Enjoys working with people
- Ability to self-motivate and be organized with a systematic approach to your world
- Professional work ethic
- Effective collaborative skills and ability to work in a team with others
- Ability to manage multiple tasks/projects at once
- Ability to work effectively and maintain deadlines with limited supervision.
- Critical thinking and decision making skills; able to make effective decisions among primarily known / understood conditions with occasional variables.
- Must be able to read, write, and understand English.
- Must be able to perform physical work in a variety of positions and at various heights includes bending, stooping, reaching and twisting of arms and body movement.
- Must have a positive work attitude and team mentality.