



5/11/2011

## Position Opening

Job Title: Production Assistant – Western MA Food Processing Center

Employment Status: Seasonal

June – October 2010, 20 hours per week minimum, most weeks 40 hours.

### Job Description:

The FCCDC is seeking motivated individuals to continue the growth of our Food Processing Center (FPC). This position will report to, and assist the Food Processing Center Manager in the delivery of services to members of the FCCDC's FPC in Greenfield, MA. The Production Assistant will work with food entrepreneurs and farmers to help them produce their products in a safe, healthy and efficient manner. S/he will also assist with the execution of contract manufacturing of a wide range of food products. Shifts and hours will vary and will include some nights and weekends.

### Job Duties;

- Assist with the production of scheduled processes for a wide variety of food products;
- Perform sanitation and maintenance of a commercial food handling facility;
- Assist with freezing locally grown vegetables to be distributed to local schools.

### Qualifications:

- At least 18 years old;
- High school /diploma or equivalent;
- Food service experience desired;
- Serve Safe Certified desired;
- Able to lift 50 lb. loads;
- Ability to follow and complete detailed procedures and provide accurate record-keeping;
- Ability to follow and complete detailed process procedures and provide accurate record-keeping;
- Good communication and interpersonal skills.