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Highland Baking Company Packing Line Worker Job Description

Duties and Responsibilities

- Operating and maintaining packaging machines, inspecting and selecting the product.
- Cleaning and organizing the packaging area.
- Checking the quality of prepared product.
- Accommodating racks with product at the beginning of corresponding packing line.
- Placing finished product on conveyor, slicer machine or bagger machine.
- Assessing quality and then selecting finished product.
- Cleaning trays/molds/pans and arranging them on pallets for reuse.
- Placing packed product in pre-assembled and labeled boxes; or plastic trays.
- Stacking boxes of product according to specifications.
- Transporting stacked product to wrapping machine.
- Transporting wrapped pallet to the Shipping staging area for QA check and release to the Freezer.
- Other duties as assigned.

Skills and Responsibilities

- Responsible for reporting any and all food safety issues to your supervisor or management staff in a timely manner
- Knowledge of the products manufactured in Highland Baking.
- Knowledge of the health and safety regulations.
 - Including cGMP's (Highland Baking Company's Current Good Manufacturing Practices)
 - Proper use of PPE (Personal Protective Equipment)
 - Knowledge of Color Coding Policies
- Ability to use various machines.
- Good communication skills to deliver valuable teamwork
- Able to follow and execute instructions.
- Accurate, patient, careful, responsible, and quick and alert.
- Dedicated to achievement of Highland Baking Company and department's goals.