



Trazza Fine Lebanese Food Job Description

Job Title: Packager

Reports To: Packaging Manager

Summary: Responsible for processing all prepared perishable products into wholesale and retail packages as well as filling customer orders in a sanitary and temperature-controlled environment that protects product integrity and shelf life by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

Stands at workstation and performs filling techniques that involve thumb, wrist, elbow, and shoulder repetitive motions.*

1. Operates automated packaging equipment as trained.*
2. Carries up to 30 pounds and lifts it to tabletop height.*
3. Understands English written and verbal instructions and can communicate verbally and record numbers.*
4. Uses scales in both metric and American Standard weight units including decimals.*
5. Maintains a clean work area.*
6. Develops accuracy and speed in filling packages.*
7. Learns and performs different packaging steps as needed.*
8. Understands 4-digit date formats and has ability to read a simple spreadsheet.*
9. Uses, reads, and records readings on an infrared digital thermometer.*
10. Practices attentive and consistent sanitary food handling techniques.*
11. Reflects Trazza core values.*
12. Packages in a 45 degree room for food quality control.*
13. Helps with end of shift cleaning as required.
14. Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of spreadsheet skills and internet software.

Certificates and Licenses:

Valid Oregon Food Handler's Permit

Equipment:

Automated packaging equipment such as a hopper, dating machine, and vacuum sealer

Knowledge, Skills, and Other Abilities:

- Detail oriented
- Team player attitude
- Ability to understand and communicate in English
- Time management skills
- Strong work ethic which encourages clean presentation of products and shows care about representing the company

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use hands, and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to see color.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts and extreme cold (non-weather). The employee is frequently exposed to wet or humid conditions (non-weather) and toxic or caustic chemicals. The employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually loud.