



Packaging Associate Job Description:

Reports to: Packaging Supervisor and Packaging Supervisor Assistant

Department: Shipping

Summary: Performs packaging and labeling functions for cases and select cheese

Duties and Responsibilities include but not limited to:

- Responsible for food safety and security by ensuring all sanitation is done in a timely and consistent manor to meet Torkelson Cheese specifications along with following all internal operating procedures, GMP's, FDA, Customer, and SQF requirements.
- Responsible for maintaining effective organization of the dry storage areas
- Responsible for the labeling of cheese and/or cases per internal and/or customer requirements
- Participates in order fulfillment per customer request/requirements documenting the contents and the weights of each package
- Assists in the assembly of boxes as needed
- Assists with pulling of cheese from brines to carts.
- Responsible for maintaining food safety and quality while transferring cheese from carts to packaging area.
- Responsible for the cleaning and sanitizing of the metal detection machine, shelves, walls, carts, shrink tunnel machine, and overall cleanliness of packaging area.
- Responsible for communicating with Packaging Supervisor or Packaging Supervisor Assistant if any safety or quality issues arise
- May be responsible for various maintenance activities, as qualified, and as assigned. Cleans and sanitizes area and tools as required.
- Responsible for the removal of trash from the Packaging, Break room, Cheese lab, and offices at the end of the production shift.
- Responsible for accurate documentation of all sanitation activities as performed.
- Fills in for other personnel in the making room as needed