



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Chocolate Maker and Packaging Specialist</b>
<b>DEPARTMENT:</b>	Manufacturing
<b>CLASSIFICATION:</b>	FT; Hourly, Non-Exempt
<b>POSITION REPORTS TO:</b>	Manufacturing Supervisor; Manufacturing Manager
<b>POSITION SUPERVISES:</b>	None
<b>APPROVAL:</b>	MW

## OVERVIEW

We expect and encourage our employees to make positive contributions to the Lake Champlain Chocolates' culture by aligning personal behaviors with the company's vision, mission and core values.

As such, the position holder is expected to consistently AMAZE our customers, VALUE and encourage team member excellence and well-being; CARE for our community and environment; and GROW through innovative leadership, planning and execution. We respect individual initiative and creativity, demand attention to detail, and strive for the highest measures of quality in all that we do. It is through dedication to this vision that Lake Champlain Chocolates can become the gold standard of gourmet chocolate.

## POSITION SUMMARY

When working on the production side of manufacturing, decorate and fills molds with various chocolates to create chocolate novelties. Uses small equipment and hand tools to fill chocolate molds. Hand loads centers onto the enrober for chocolate coating. Decorates enrobed items.

When working on the packaging side of manufacturing, hand-packs our specialty chocolates, assembles gift baskets, boxes/bags chocolate confections, wraps bars and labels products to delight our customers with uncompromising quality they can count on.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

### PRODUCTION SIDE OF MANUFACTURING:

1. Decorates novelty molds using squirt bottles, paint brushes, and fingers.
2. Fills molds with desired chocolate or centers using either cups, depositing machine, and hand scraping molds when necessary.
3. Makes sure stays in proper temperature throughout the day.
4. Transports molds to cold room or hollow mold spinner.
5. Demolds chocolates when they are hardened inspecting chocolate for imperfections.
6. Loads enrober by hand and decorates enrobed items.
7. Follows established policies, rules and regulations, and safety procedures.
8. Ensure Job sheets are completed timely and accurately and products that need to be labeled properly are.
9. Contributes in a team effort by performing according to the guidelines outlined in the Employee Handbook, the GMP manual and other directives; supporting directives and decisions of higher level management and accomplishing other duties as assigned.
10. Responsible for cleaning and sanitizing equipment used in novelty making and enrober belts.

### PACKAGING SIDE OF MANUFACTURING:

1. Hand package specialty chocolates: assemble gift boxes, box/bag chocolate and wrap bars.
2. Hand tie ribbons and bows, label products, case pack and palletize.
3. Follow basic directions from Team Leader on the job assigned.
4. Work well with others as a team.
5. Learn and maintain knowledge of current products and packaging requirements.
6. Ensure the Quality and Standards for product are achieved, using the specification book, and visual samples.
7. Report any process and equipment problems in a timely manner to leader or supervisor.
8. Follow established policies, rules and regulations, and safety procedures.
9. Clean up work area at end of shift.
10. Assist other teams and departments as needed.
11. Troubleshoot problems.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs other duties and assignments as directed by management.
2. Must be able to determine if chocolate is tempered and ready to be used.
3. Assists with month end inventory counts.
4. Ensures that work area is clean and well maintained.
5. Stays informed of developments and changes in production and packaging techniques and methods.

**PERFORMANCE MEASUREMENTS**

1. Production and packaging operations are performed in a timely productive way and are completed in accordance with Company policies, procedures, and quality standards.
2. Good communication and effective working relations exist with other workers.
3. Related documentation is complete, accurate, and timely.
4. Management is appropriately informed of area activities and significant problems.
5. Products are packaged and labeled correctly.
6. Quality and good manufacturing practices are followed.
7. Good communication and effective working relationships exist with co-workers, team leaders, supervisors and managers.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:** High School Diploma

**KNOWLEDGE REQUIRED:** Ability to read and follow directions

**EXPERIENCE REQUIRED:** None although prior manufacturing experience is favored

**KEY SKILLS AND ABILITIES:** Must be able to become familiar with and follow the policies and procedures of the company as well as the employee handbook.

Enthusiastic and pleasant personality.

Honest with high degree of integrity.

Exhibit a positive attitude.

Ability to give, receive and act on feedback.

Ability to assist and support others.

Responsive and relates well to team lead/supervisor/manager.

Well-organized, accurate and strong attention to detail.

Remains calm and composed under pressure.

Dedicated to delivering quality.

Able to work well with others; build and maintain positive employee relations; team player.

Ability to multi-task and prioritize.

Able to set, manage, measure and complete tasks on time; plan effectively and follow through.

Integrity with ability to maintain information confidentiality, use discretion and tact.

Able to use all related production equipment and applications.

**PHYSICAL ACTIVITIES AND REQUIREMENTS**

**DEXTERITY:** Use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

<b>SPEECH:</b>	Must be fluent in English. Ability to convey and/or follow detailed or important instructions or ideas accurately, loudly, or quickly.
<b>HEARING:</b>	Able to hear and comprehend average or normal conversations and receive ordinary information.
<b>REPETITIVE MOTIONS:</b>	Able to frequently and regularly perform movements using the wrists, hands and/or fingers. Required to stand and/or walk for prolonged periods of time.
<b>VISUAL ABILITY:</b>	Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>PHYSICAL STRENGTH:</b>	Medium work; exerts up to 50 lbs. of force occasionally, and/or up to 20-30 lbs. frequently, and 10 lbs. constantly.

## WORKING CONDITIONS

<b>ENVIRONMENT:</b>	Production area; subject to established health and safety practices. Environment characterized by loud noise.
<b>TEMPERATURE:</b>	Subject to moderately cool, air-conditioned controlled environment.
<b>SCHEDULE:</b>	Works 40 hours per week; 30-minute lunch. Overtime is required as needed.
<b>INTERACTION:</b>	Limited public contact. Working with production, packaging, shipping and/or warehouse personnel as well as managers and others when responding to the pressure of production deadlines or emergency situations, which can be stressful.

## MENTAL ACTIVITY AND REQUIREMENTS

<b>REASONING ABILITY:</b>	Ability to deal with a variety of variables under only <u>limited standardization</u> . Ability to <u>interpret</u> various instructions.
<b>MATHEMATICS ABILITY:</b>	Ability to perform very basic math, simple algebra including using decimals, computing ratios and percentages.
<b>LANGUAGE ABILITY:</b>	Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias. Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar. Ability to communicate directly and distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent), and variation in word order; using present, perfect, and future tenses.

## INTENT AND FUNCTION OF POSITION DESCRIPTION

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*