



## Part Time Food Production Staff

### **Job Summary:**

Producing and packaging food products for wholesale distribution. Working with a diverse group of employees to ensure that all production objectives are met while adhering to the strictest food safety and sanitation standards.

### **Responsibilities:**

- Understand and adhere to kitchen procedures and policies
- Follow all standards and guidelines set forth by UTECH and regulatory agencies.
- Abide by all Safety regulations set forth by OSHA and state.
- Complete all necessary trainings on all equipment necessary to perform daily responsibilities.
- Responsible to monitor, clean, and maintain all equipment necessary to perform daily responsibilities.
- Follow all established job specific set-up, production, and breakdown procedures as outlined in kitchen policies and procedures.
- Responsible to clean and maintain safe specific job areas (floors, work tables, desks, common areas, etc.)
- Must take a proactive approach towards controlling costs by responsible use of all kitchen products, supplies, and equipment.
- Must maintain open lines of communication with leadership.
- Read, understand, and fill out paperwork used to fill orders and comply with sanitation and safety standards
- Accurately weigh, measure, and count product to ensure effective food cost and maximum food quality.
- Check all labeling of products and shipping boxes for accuracy and maintain a label log on a daily basis.
- Pack food in appropriate containers.
- Maintain proper rotation of food following a first in/first out inventory (FIFO).
- Must maintain highest standards regarding quality of all kitchen products and materials.

**Physical Demands:**

- Work standing for extended periods
- Some bending, stooping, and/or squatting
- Possible exposure to different temperatures and humidity levels
- Exposure to food allergens (peanuts, tree nuts, soy, fish, shellfish, wheat, eggs, milk)
- Ability to lift, carry, push, or pull weights of up to 60 pounds

**Knowledge, Skills, & Abilities:**

- Perform basic math calculations
- Outstanding guest service skills
- Excellent written and verbal communicator
- Must have a full understanding and working knowledge of all kitchen operations
- Able to work a flexible schedule based on the needs of the facility, including nights, weekends and holidays as required

**About UTEC:** Located in downtown Lowell, Massachusetts, UTEC's mission is to ignite and nurture the ambition of our most disconnected young people to trade violence and poverty for social and economic success. UTEC's nationally recognized model begins with intensive street outreach to reach young adults ages 17 to 25 who are gang or criminally involved "where they are." Each participant receives 2-3 years of intensive support services, including workforce training through our social enterprises and preparation for a high school credential through onsite HiSET (GED) classes. Social justice and civic engagement are embedded throughout, with special emphasis in our organizing and policymaking work, locally and statewide. UTEC's primary outcomes are: reduced recidivism, increased employability, and educational attainment. More at [www.utec-lowell.org](http://www.utec-lowell.org)