

Date: April 2021

Job Description

Packaging Team



Position: Packaging Team

Reports to: Team Leaders

Has Reporting to: None

Main Function:

Ensure all product preparation is done according to Nuovo GMPs, HACCP and SSOP plans and areas are cleaned and properly sanitized according to Nuovo's sanitary procedures.

Duties and Responsibilities:

- Manual preparation of product according to processing procedure, operating processing equipment in a safe manner, handling and packing product after mechanical processing of product, and cleaning work area according to Nuovo sanitary procedures.
- Adhere to Nuovo GMPs, HACCP, and SSOP plans.
- Make sure the work area and equipment is cleaned daily.
- Make sure all packaging materials and finished goods are placed on pallets.
- Make sure they and other employees follow GMPs. Report to supervisor any problems that compromise product safety.

Education and Qualifications:

- High school diploma or equivalent.
- Must be able to work under cold temperatures (45°F).
- Must be able to lift 25 lbs.
- Thorough knowledge of food safety procedures.
- Team player.