



Packaging Lead

Department: Packaging

Classification: Full-time, Hourly

Reports To: Manufacturing Supervisor



ALL ABOUT LAKE CHAMPLAIN CHOCOLATES

Born from a dare to do better, we at Lake Champlain Chocolates are driven by our passion to change the world one delicious piece of chocolate at a time. Since the first truffles we made in 1983 to our Five Star Bars® rolling off the line today, our goal has always been about combining creativity and craftsmanship, while sourcing only the best ingredients to create premium chocolate that is truly unforgettable. We infuse passion, integrity, and an unrivaled commitment to community in everything we do to make the world a better and more joyful place. Every employee's contributions make our company what it is today: a warm, welcoming, inclusive and successful certified B Corporation® committed to being a force for social and environmental good. We are committed to making a positive impact on our local and global communities through the choices we make sourcing materials and while operating our facilities and stores. Our community of employees work hard, care about each other, care about the integrity of our products, and share a passion for delicious confections.

POSITION PURPOSE – WHAT YOU WILL DO

As a Packaging Lead at Lake Champlain Chocolates, you'll be responsible for meeting daily goals and assignments by leading a team of 2 – 8 people. You'll ensure the team has direction and understanding of the product they are working with and help problem solve as needed.

THE WHEN AND WHERE

Your regular schedule will be full-time at 40 hours each week – Monday through Friday – in our clean, vibrant factory space in Williston, Vermont. Overtime and some weekend hours may be required during our peak seasons. We value your health & wellness, so we offer many programs to keep employees healthy & engaged & recognize them for the important work that they do.

YOUR RESPONSIBILITIES AND CONTRIBUTIONS

- Directs and motivates teams to accurately meet or exceed daily packaging goals.
- Ensures the Quality and Standards for product are consistently achieved, using the specification book, and visual samples.
- Maintains thorough knowledge of all processes and equipment (shrink machine, feeder, 5-Star machine, etc.)
- Reports any process and equipment problems, in a timely manner to maintenance technician and/or management.
- Trains, and works with packagers to see that proper product is being packaged.
- Communicate new lines and changes as they occur.
- Ensures that established policies, rules and regulations, and procedures are followed.
- Responsible for housekeeping of the area and meeting packaging quality and quantity standards on the shift, GMP & Safety.
- Maintains basic knowledge of computer software & equipment used in the department (Easy Label, Shopclock, & Printers).
- Contributes to a team effort by performing according to the guidelines outlined in the Employee Handbook, the GMP and other directives, supporting directives and decisions of higher-level management and accomplishing other duties as assigned.
- Maintains knowledge of current products and packaging requirements.

- Provides relevant information to packaging supervisor, communicates any issues to other team leaders and management to ensure smooth operations. Communicates with night team leader to ensure a smooth transition between shifts.
- Assists other departments, as needed. Performs other duties and assignments as directed by management.
- Troubleshoots problems.
- Assumes responsibility for related duties as required or assigned.
- Assists with month end inventory counts.
- Ensures that work area is clean, secure, and well maintained.
- As part of emphasis on continuous improvement, offers constructive feedback and ideas to packaging supervisor to improve department operations and teamwork.
- Performs packing duties as needed.
- Attends Team Leader meetings.

SUCCESS FACTORS FOR THIS ROLE

- Packaging functions are well managed, and coordinated and completed in accordance with Company policies, procedures, and quality standards.
- Good communication and effective working relations exist with other leaders and all managers.
- Documentation is timely, complete, accurate, and up to date.
- Effective time-management and organizational skills are consistently used to complete all tasks.
- LCC professional reputation is projected in all contacts.
- Issues that arise are effectively identified and solved.
- Packaging personnel are effective, efficient, and well supervised.
- Positive, respectful relationships exist on the team, providing positive reinforcement & motivation for a sense of job enrichment.

WORK ENVIRONMENT

- Must be able to work at a desk and use all job-related computer hardware and software.
- Must be able to exert up to 50 lbs. of force occasionally, 30 lbs. frequently, and 10 lbs. constantly.
- Understand that worker and food safety is the responsibility of every employee and always work in a safe manner.
- Exemplify company values and look for ways to reduce, reuse and recycle.
- Strive to continually improve our processes and reduce our environmental impact.
- Be positive, cooperative, and professional with all employees, consumers, and vendors.
- Ability to follow directions and ask clarifying questions when unclear in order to master your role.

WHAT LCC OFFERS – OUR CULTURE

- An inclusive workplace where diversity is championed
- Excellent health, dental, vision and 401K plans
- Ample paid time off
- Competitive compensation with eligibility for annual pay increases
- Wellness benefits such as chair massages, monthly healthy snacks, and recognition lotto
- An abundance of free chocolates, daily

As a community, 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. We 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.

QUALIFICATIONS

EDUCATION AND KNOWLEDGE REQUIRED:

High School graduate or equivalent; a strong understanding of packaging functions, procedures, and standards; knowledge of quality control standards; basic computer skills; experience leading at least two people on a team

PLUSSES:

Related training

KEY SKILLS AND ABILITIES:

- Must become familiar with and follow all company and handbook policies and procedures.
- Enthusiastic, pleasant, and positive personality.
- Honest with a high degree of integrity and able to use tact and maintain information confidentiality.
- Able to give, receive, and act on feedback.
- Able to work well with and support others and to build and maintain positive employee relations.
- Well-organized, accurate, and strong attention to detail.
- Effective speaking, presentation, and written communication skills.
- Proficiency in copier, fax, computer, telephone, and other basic office equipment.

In accordance with the American with Disabilities act, requirements may be modified to reasonably accommodate disabled individuals. 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.