



**Job Title:** Pack Line Operator  
**Reports To:** Food Acquisitions Manager  
**FLSA Status:** Non-Exempt

**Prepared By:** HR Manager  
**Approved By:** Co-CEOs  
**Hourly Rate:** \$22.00

Central California Food Bank is dedicated to ending hunger in the Central Valley. We provide food to more than 200 agencies in Fresno, Madera, Kings, Kern and Tulare Counties and serve over 280,000 people each month totaling over 40 million pounds of food served in 2020.

The **Pack Line Operator** is charged with using the pack line to ensure that manufactured products and produce are safely packaged for distribution. . The Pack Line Operator oversees the use of the volume fill and bulk pack line to rework product for agency partner, food bank partner, and CCFB benefit. The Pack Line Operator is also responsible for quality control, safety, equipment cleaning/sanitizing, and volunteer training and project support. creating protective These functions are designed to enhance and support the overall mission of Central California Food Bank.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

### **Essential Duties and Responsibilities**

1. Operate Product-Pack Line Equipment
  - a. Conduct daily inspection/checklist before operation
  - b. In charge of basic start up and set up at the beginning of shift, and continual monitoring of pack line during operation
  - c. Turn off machines at the end of a shift
  - d. Ensure that equipment runs properly
  - e. Work with supervisor to identify challenges and support quarterly maintenance work
  - f. Clean and sanitize equipment per cleaning schedule
2. Sort and Weight Products
  - a. Use pack lines to rework product and weigh products after the completion of projects
  - b. Assist to sort raw materials prior to packaging
  - c. Double check to make sure no errors have been made
  - d. Tag all pallets prior to storage after re-work is complete
3. Conduct Product Quality Control Checks
  - a. Conduct product line quality control inspections

- b. Check for machine parts and equipment challenges
  - c. Evaluate packaging integrity and functionality
  - d. Segregate any defective material and record inspection results
  - e. Report malfunctions to supervisory staff immediately
  - f. Communicate any quality control issues to minimize rework costs. (could add to e in #1)
4. Perform Administrative Work and Training
    - a. Fill out administrative paperwork at the end of their shift, ensuring that all information is entered correctly.
    - b. Complete paperwork and other administrative tasks
    - c. Train and supervise volunteers on the specific volunteer duties for all pack line projects
    - d. Oversee all safety protocols are followed while supervising volunteers
  5. Oversee Product Transfers
    - a. Assist with the transfer of packaged product to their final shipping area
    - b. Keep products organized to help execute processes such as handling material, applying inserts, and stacking.
    - c. Work with Logistics crew to get materials to their final destination
  6. Provide excellent customer service to all Central California Food Bank customers including Central California Food Bank clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.
    - a. Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
    - b. Perform other duties as assigned.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

1. Strong mechanical skills, troubleshooting capabilities, and knowledge of preventive maintenance
2. Knowledge of packaging equipment
3. Forklift operator certification is required
4. Basic computer skills and ability to learn new software program.
5. Excellent customer service
6. Ability to work independently, as well as work well with others, including CCFB staff and volunteers.
7. Must pass background check, as needed.
8. Ability to stand or sit for extended periods of time.
9. Ability to maintain confidentiality where necessary.
10. Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds.
11. Ability to adapt to quickly changing business environment including learning and applying new training and knowledge.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*



**Central California Food Bank**

Job Description Acknowledgement

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**Approval Date:**

By signing below, I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

\_\_\_\_\_

Employee Name (Print)

\_\_\_\_\_

Employee Name (Signature)

\_\_\_\_\_

Date

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member Feeding America.*