



POSITION DESCRIPTION: PRODUCTION ASSISTANT

Fun Factory Sweet Shoppe is looking to hire someone to help with production of Gelato, Chocolate, Fudge, Flavored Popcorn, and other sweet treats in Rhinelander, WI. Must have a great attitude, exceptional creativity, and feel comfortable in a kitchen environment – either independently or as part of a team. We are a growing business looking to expand with a small group, and multi-tasking is critical. All necessary training will be provided. All you need is a passion for quality, attention to detail, ability to follow a recipe, and a love of creating delicious treats. Prior food preparation experience is helpful but not required. Position is part/full time and starting wage is \$10+ depending on skills & experience. Working hours will vary, and likely to include weekends and some evenings.

Primary Duties and Responsibilities include (but are not limited to):

- Following recipes to carefully weigh & measure all ingredients as specified to produce gelato, chocolate, fudge, flavored popcorn, and other treats for special events, orders, and general inventory needs
- Mixing, stirring, pouring, scooping, dipping, and otherwise handling ingredients for production
- Labeling and packaging of products
- Assembly/disassembly of equipment used in food preparation for daily cleaning and sanitizing
- Operation and care of equipment according to proper safety and cleanliness standards; reporting any need for repair/maintenance
- Maintaining proper food handling techniques, safety & sanitation standards, and personal hygiene
- Keeping work area neat and clean at all times
- Washing dishes
- Assisting with inventory management; exercising proper care and storage of products
- Communicating effectively and directly with supervisors and colleagues; working cooperatively while contributing to a positive team environment
- Working efficiently under pressure and maintaining a calm demeanor to meet daily production requirements and deadlines/delivery times
- Maintain confidentiality of proprietary information and protect company assets
- Follow all operating policies and procedures set by Fun Factory Sweet Shoppe
- Perform any other duties as assigned

Requirements, Skills, and Qualifications:

- High school diploma or equivalent preferred
- Must be dependable, hard-working, and reliable
- Must be able to multi-task, prioritize and work independently
- Must be extremely detail-oriented and precise
- Must have an eagerness to learn
- Must have high standards of cleanliness
- Must exercise good personal hygiene

- Must have reliable transportation
- Creativity is strongly desired
- Basic/advanced math skills, with the ability to calculate and follow recipe measurements and proportions
- Ability to sit and/or stand and work for long periods of time in confined spaces
- Ability to reach, lift, bend, kneel, stoop, climb, push and pull items weighing up to 50 pounds
- Can physically, mentally and emotionally handle long periods of performing repetitive tasks quickly and accurately
- Willingness to wash lots of dishes, and clean constantly throughout the day
- Effective verbal and written communication skills; Ability to adapt communication style to suit different audiences, such as effectively communicating with supervisors, coworkers, customers, etc.