

FULLFILLMENT/PACKAGING LEAD

We are seeking a quick learning, organized, smart, adaptable person to join our small team and help us grow. As we expand our brands and grow, we need someone to fill this important role, which also includes some food handling in the final stages of production. Most importantly, this is a packaging job and is ideal for someone interested in being part of a small business and who is very open to different tasks from time to time and not intimidated by shifting responsibilities.

About Us

Microjoy (and its sister brand, Greater Goods) makes functional mushroom gummies, and occasionally chocolate confections. We craft everything in small batches and strive to have the highest quality and best tasting products on the market. We are woman-led, mom and pop founded, and a small, tight group of nice people that encourage work-life balance.

Job Summary

The job entails three main responsibilities from day to day but might expand to other assistance for the company.

Packaging of Product

Handling and packaging of products, primarily gummies. This job includes food handling, organizing product to ensure readiness for packaging, and putting items into pouches. In addition, tracking and reporting of physical inventory of packaging materials as stock gets low is required.

Production / Quality Control

Handling of items during production, primarily, but not limited to, gummy production in terms of final stages of removing gummies from molds, applying sanding sugar, quality control, assessing readiness for packaging, as well as occasional handling of chocolate confections.

Washing and General Cleaning

In addition, this role will also support the cleanliness and organization of the kitchen, including daily washing of items used for production, general dishwashing as needed, putting items away, sweeping, mopping, wiping down surfaces, taking garbage out, and assisting with general upkeep of the facility.

Qualifications and Experience

- 1-2 years previous food handling or production experience a bonus
- Excellent communication and organization skills
- Willingness to fill a varied role and be adaptable
- Ability to switch tasks quickly and comfortably if needed
- Punctuality and reliability
- Supportive of a small business that is in a growth stage with rapidly changing needs
- High school diploma or equivalent

Physical Demands

- Frequent lifting of up to 30 pounds
- Able to sit for extended periods of time
- Able to do repetitive tasks without incurring injury
- Able to mop, clean and help with physical tasks

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.

Job Type

Part time with the possibility of full time (20-30 hours per week)

Location: Overlook neighborhood in NE PDX

Hourly, \$18/per hour DOE

Tues-Friday, 10-5 as a base schedule to start (hours per day will depend on workload)

No weekends or holidays

Benefits: Flexible schedule, employee discounts and freebies.

How to Apply

Submit a cover letter and resume to hello@microjoyful.com