



Seasonal Chocolate Maker & Packaging Specialist

Department: Manufacturing

Classification: Full-time, Hourly

Reports To: Manufacturing Supervisor, Manufacturing Manager



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

When working on the production side of manufacturing, you'll decorate and fill molds with a variety of chocolates to create chocolate novelties. You'll work with small equipment and hand tools to fill chocolate molds, hand-load centers onto the enrober for chocolate coating, and skillfully decorate enrobed items.

When working on the packaging side of manufacturing, you'll hand-pack our specialty chocolates, assemble gift baskets, boxes/bags chocolate confections, wrap bars, and label products to delight our customers with uncompromising quality they can count on.

THE WHEN AND WHERE

Your regular schedule will be approximately 40 hours each week in our clean, vibrant factory space in Williston, Vermont. This seasonal position will be held for a specific number of weeks, determined by the Manufacturing Manager. 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

PRODUCTION:

- Decorates novelty molds using squirt bottles, paint brushes, and fingers.
- Fills molds with desired chocolate or centers using cups, depositing machine, and hand scrapes molds when necessary.
- Ensures proper temperature throughout the day.
- Transports molds to cold room or hollow mold spinner.
- Demolds chocolates when they are hardened, inspecting chocolate for imperfections.
- Loads & unloads enrober by hand and decorates enrobed items.
- Follows established policies, rules and regulations, and safety procedures.
- Ensures job sheets are completed in a timely and accurate manner, and products are properly labeled.

- Contributes to a team effort by performing according to the guidelines outlined in the Employee Handbook, the GMP manual and other directives; supporting directives and decisions of higher-level management and accomplishing other duties as assigned.
- Responsible for cleaning and sanitizing equipment used in novelty making and enrober belts.

PACKAGING:

- Hand packages specialty chocolates (assembles gift boxes, boxes/bags chocolate, and wraps bars).
- Hand ties ribbons and bows, labels products, packs and palletizes cases.
- Follows basic directions from Team Leader on the job assigned.
- Works well with others as a team.
- Learns and maintains knowledge of current products and packaging requirements.
- Ensures the Quality and Standards for product are achieved, using the specification book, and visual samples.
- Reports any process and equipment problems in a timely manner to leader or supervisor.
- Follows established policies, rules and regulations, and safety procedures.
- Cleans up work area at shift end.
- Assists other teams and departments as needed.
- Troubleshoots problems.

OTHER IMPORTANT RESPONSIBILITIES:

- Performs other duties and assignments as directed by management.
- Determines if chocolate is tempered and ready to be used.
- Stays informed of developments and changes in production and packaging techniques and methods.

SUCCESS FACTORS FOR THIS ROLE

- Production and packaging operations are performed in a timely, productive way and are completed in accordance with Company policies, procedures, and quality standards.
- Related documentation is complete, accurate, and timely.
- Management is appropriately informed of area activities and significant problems.
- Products are packaged and labeled correctly.
- Quality and good manufacturing practices are followed.
- Good communication and effective working relationships exist with co-workers, team leaders, supervisors, and managers.

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
- Accrued sick time
- Competitive compensation
- 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 Diploma

PLUSES:

Prior manufacturing experience

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.