

Open Hand Atlanta Job Posting



Job Title: Meal Plan Packer

Department/Group: Culinary-Packaging

Reporting Relationship: Packaging Manager

Job Category: Non-Exempt

Salary: From \$14.00/hour

Location: Primary residence must be in the state of Georgia

Job Summary
The Meal Plan Packer is expected to participate in all aspects of the food packaging processes as needed and comply with Open Hand's food safety, sanitation, and Hazard Analysis Critical Control Point (HACCP) plan.
Supervisory Responsibilities
None.
Duties/ Responsibilities
<ul style="list-style-type: none">Follow all required Good Manufacturing Practices as set forth by Open HandAssist with setting up packing line and gathering all components necessary to complete bagging of snacks and sidesDisplay great respect to all staff, customers, volunteers and stakeholders of Open Hand; respectfully cares for all Open Hand equipment and property.Take action in the best interest of Open Hand (safety, cleanliness, orderliness, tidiness, organization)Adhere to all Open Hand safety guidelines, rules and regulations, company policy manual, code of conduct and attendance policy.Arrive to work on time.Ensure accurate packing of all meals and that all completed meal plans are properly labeledAssist with cleaning and sanitizing of work area.Return all required paperwork to appropriate staff in a timely manner
Required Skills/Abilities
<ul style="list-style-type: none">Take pride in having no packing errors.Be able to work in a fast-paced environment.Respond positively to instruction and feedback.Complete tasks/projects in a timely manner and communicate status.Consistently maintains a positive outlook and approach to work.Believe in the mission of Open Hand and advocates on behalf of Open Hand
Education/Experience
Must have High school diploma or General Education Degree (GED) and acceptable math and reading skills.
Physical Requirements
Employee must be able to lift at least 30 pounds and to stand for long periods of time. The job requires repetitive movements.
Drug Free Workplace
Open Hand is a drug free and substance abuse free work environment. Random drug testing may be conducted by an external, neutral tester on all employees. Any perceived use of drugs or reporting to work under the influence of alcohol may be grounds for immediate dismissal.
Equal Opportunity
Open Hand is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Open Hand complies with the law regarding reasonable accommodations for handicapped and disabled employees.
How to Apply
<ul style="list-style-type: none">Email resume or completed job application to hr@openhandatlanta.org.Include the job title in email subject line