

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM
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224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Processing Associate

EMPLOYER'S NAME: Max & Ruffy's

EMPLOYER'S PRODUCT/SERVICE: Pet Food and Treat Manufacturing

ADDRESS: 1201 New Windsor Rd, Westminster, Maryland 21158

PHONE: (410) 871-1005 **FAX:**

CONTACT PERSON: kelly raiser

TITLE: General Manager

EMAIL: kelly@acoyotemanufacturing.com

JOB DESCRIPTION: The processing room associate position works on our products processing (raw) side of the facility and contributes to the team that prepares the products for cooking. As part of the team, you will have the opportunity to help us continue to be a leading manufacturer of USDA Organic Certified and all-natural pet products and high quality pet products. Our quality starts with our employees and spans our entire operation from sourcing ingredients from trusted suppliers, to following safe manufacturing processing, to shipping each order right each time. Our company is guided on the following values:

- OPERATIONS EXCELLENCE – We are committed to operating in accordance with good manufacturing practices.
- CUSTOMER SATISFACTION – We deliver products that exceed our customers' expectations and advance our customers' competitive advantage.
- INTEGRITY – We act according to moral and ethical principles.
- EMPOWERED EMPLOYEES – We ensure our employees have the resources they need, the knowledge, skills, and abilities required to succeed at their job.

We are committed to creating a positive work environment that is respectful to each of our employees.

Essential Job Functions/Duties:

- Support and promote the company's goals through effectiveness and efficiency in assigned responsibilities.
- Participate in the support of the company's safety programs, promoting and maintaining a high level of awareness and adherence to defined employee safety requirements such as lock-out/tag-out, personal protective equipment, etc.
- Maintain and support positive employee relations, respect and fair treatment of fellow employees.
- Ensures that the correct materials and supplies are set up on the line according to product specifications.
- Follow Standard Operating Procedures (SOPs) for production startup and shut down.
- Ability to think critically and problem solve to meet or exceed set production targets.
- Ensures that the product is made according to procedure and specifications.
- Maintains consistent flow of product through processing machinery.

- Physically manipulates bakery goods by hand or with mechanical assistance.
- Completes required paperwork accurately and timely.
- Effectively communicates as required with supervisor.
- Maintain clean, safe work area at all times.
- Assists other employees and Supervisor when requested.
- Performs with the best effort as indicated by the production line's pace.
- After completion of production run, clean and sanitize equipment and work area.
- Accurately measure and prepare food ingredients according to set recipes.
- Performs all other duties as assigned.

JOB REQUIREMENTS: Job Requirements:

- Ability to follow direction.
- Ability to adhere to company's food safety policies.
- Ability to work in a cold / refrigerated environment.
- Ability to communicate effectively.
- Bilingual (English/Spanish) a plus.
- Ability to work independently and as a team.
- Basic math skills.
- Able to arrive on time and ready to work.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, and feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee will be exposed to a noisy environment that varies from hot to cold in temperature. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PPE required and issued by the company.

Max & Ruffy's is an equal opportunity employer and considers all candidates for employment regardless of race, color, religion, sex, sexual orientation, gender expression, national origin, citizenship, age, disability, marital status or protected veteran status, ancestry, age or any other categories protected by law.

OTHER JOB REQUIREMENTS: , , , , , , Medium Lifting, , , , Drug Test Required, Background Check

WAGES PER HOUR: 14.69

NUMBER OF OPENINGS: 2

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: YES

BENEFITS: YES

90% Employer paid health insurance, 401 K with employer contribution, paid time off + holidays, respectful work environment

DAYS OF WORK:

MONDAY 6-3 / 7-4 TUESDAY 6-3 / 7-4 WEDNESDAY 6-3 / 7-4 THURSDAY 6-3 / 7-4 FRIDAY 6-3 / 7-4

SHIFT: 2

HOW TO APPLY: in person or via email info@maxandruffys.com

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: NO

EXPERIENCE IN MONTHS:

MINIMUM AGE: 18

CLOSING DATE: 04/30/2021

Office Use Only

Posting Date 02/25/21 Follow-Up Date_____ Pull Date_____ Entered in MWE _____ Staff_____