**Job Description: Assistant Cheesemaker**

The Assistant Cheesemaker (AC) supports the overall cheese production, packaging and product release and order fulfillment processes at Balfour Farm. The AC is expected to implement plant processes with a commitment to quality, meeting production goals while following plant safety, established SOP’s and operate as part of the creamery team.

The AC will work with the Plant Manager and Cheese Room Manager (Head Cheesemaker) to ensure the standards for Production, Maintenance, Food Quality/Safety and other related activities are implemented. The AC will take directions from the Cheese Room Manager (Head Cheesemaker). The AC has the responsibility to comply with all rules, as well as an obligation to reinforce safety as a core value. They will follow all policies, procedures and activities related to Food Safety & Quality every day. This role is essential to operations to support business development, through effective and efficient plant processes. The AC will work alongside the HC and the PM through teamwork and collaboration.

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| The purpose of this position will be to | To support the day-to-day plant operations while adhering to food safety culture in our organization. |
| This role will create the following results | Implement food safety goals without question, support cheesemaking process at all steps including production, affinage, packaging, labeling, order fulfillment, record keeping, and food safety/ testing plan implementations.  |
| These results are measured by | Review of testing and food safety plan records, increased effectiveness of the cheese room operations, adherence to testing protocols, Reduced order fulfillment time and increased product quality. |
| Most important skills | Production experience in a specialty foods environment, food safety skills, dedication to process improvement, teamwork, a willingness to learn new skills  |
| The person who will thrive in this business is... | Someone who values leadership, takes pride in their work and is a team player, has a commitment to food safety, good interpersonal communication and is task orientated  |

## Responsibilities

## Effectively communicate and work well with HC and PM.

* Proactively communicating as often as necessary so HC and PM are aware of operations or potential issues
* Identify problems so as to make surprise problem discovery few and far between
* Function as the primary support to the HC during production runs.
* Implement affinage testing program and record keeping, with an active role in product release processes. This includes sampling for the state milk lab, private testing lab as well as in-house testing programs
* Identify problems and troubleshooting solutions with HC to resolve operational issues
* Participates in ongoing training and promotes a culture of continued improvement

**Meet production targets through effective programs implementation**.

* Meets production-to-specification goals
* Maintains or improves order fulfillment times through timely implementation of product release program
* Meets production objectives by supporting cheese room operations during production runs, affinage, packaging processes and order fulfillment
* Participates in plant organization and operations to support overall efficiency and success

**Be a positive member of the production team**.

* Positive attitude
* Actively working and communicating with co-workers to ensure team success
* Develop leadership skills through corrections and problem solving in a positive mind frame
* Accept responsibility for mistakes and actively work to identify if more training is needed
* Celebrate your successes and those of other teammates. Have pride in a job well done, no matter how small.

**Be a champion for the food safety management system & employee safety initiatives.**

* Follow all employee safety programs to ensure a safe work environment.
* Achieve and maintain certifications in HACCP and PCQI, and others as needed.
* Follow operations processes to ensure the success of the Company’s Food Safety Management System, including HACCP
* Controls product quality by implementing the product testing program and other food safety production programs.

**Execute and validate the Production program**

* Develop sound understanding of mechanical operations of all production equipment and be able to identify issues to HC and PM
* Monitor scheduling and completion of daily and preventative maintenance

**All other duties as assigned.**