



Production Planner

Job Description

- Provide support logistics across all production tasks
- Assist in management of order/data entry and order analysis
- Responsible for assignment of tasks to production stations
- Interacts with management and team leaders to maintain strict scheduling protocols
- Develops nutritional and allergen analysis for client interfacing support
- Assist in development and implementation of proprietary company software

Requirements

- Good organizational skills
- Food / kitchen knowledge
- Proficient computer skills - ability to learn new systems
Office 365 – mainly Excel
QuickBooks
- Nutritional knowledge a plus but not necessary

Hours

- Monday – Friday, 8am to 5pm.
- This schedule may vary. Sometimes employee may be required to work later during busy times and less during slow times
- Weekly Hours 30-40 hours per week

Compensation

- Training - \$13.25/hour - 4 weeks, Regular rate \$14.25/hour
- 52 hours Paid-Time-Off

After 1 Year

- \$15.00/hour
- Optional participation in retirement plan – PCC matches up to 3%
- Option to participate in Company plans for life & disability insurance
- Company Profit Sharing Plan