



## **Production Logistics Associate**

### **Job Description**

#### **Duties**

Assist in providing logistics for all kitchen production tasks

- order/data entry, order analysis
- assignment of tasks to kitchen production stations

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

**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 - \$15.00/hour - 4 weeks, Regular rate \$16.00/hour with 6-month review.
- 120 hours Paid-Time-Off

#### **After 6 months**

- Compensation review
- Optional participation in retirement plan – PCC matches up to 3%
- Option to participate in Company plans for life & disability insurance
- Company Profit Sharing Plan