

Product Handling Assistant

Job Description:

The Product Handling Assistant will work as a liaison between the Fresh and Retail Departments. This position will set up our fresh seafood case, which includes cutting fish fillets and handling shellfish. The Product Handling Assistant will also manage and maintain a portion of our frozen product inventory by vacuum packing items when needed. They will also be responsible for daily workspace cleaning and cleaning the company restrooms.

Hours:

This position is for a part-time employment of 30 hours per week.

**Notes on schedule:* Mondays, Thursdays and Saturdays are required work days. One additional shift 8-4:30 to be determined based on applicant availability. Slight adjustments (start/end time) may be possible (i.e. 7-3:30, etc.).

Monday	8 am – 4:30 pm
Tuesday	<i>*see notes</i>
Wednesday	*
Thursday	8 am – 4:30 pm
Friday	*
Saturday	9:15 am – 3 pm (latest being 3:30)

Due to the nature of our retail business, no employees are allowed time off during the last two weeks of December. Ideal applicant would be able/willing to work increased hours during last two weeks of December.

Pay & Benefits:

- Hourly pay of \$14.50 with raises at 6 months and 1 year.
- No health benefits at the current time.
- Simple IRA during the third year of \$5000 in wages; company will match up to 3% of salary.
- Company discount.

Key Areas of Responsibility:

- Set up fresh seafood case daily, including scooping ice and washing dishes.
- Ensure all available fresh products are displayed and priced correctly.
- Monitor inventory of vacuum packed items. Vacuum pack low-stock items following proper technique (to be taught on the job).
- All employees must follow Health-Code procedures for cutting, packaging and cleaning. (To be taught on the job).
- Walk cutting room regularly to ensure an organized, sanitary and overall clean appearance at all times. Deep clean cutting room once per week.
- Clean company restrooms two times per week.
- Pick frozen orders following company invoices. Requires spending extended periods of time in the freezer.
- Interact with retail customers, such as taking fresh orders and directing questions to correct staff members.
- Complete other jobs as assigned.
- Vacation coverage may include completing local delivery route 2-3 times per week. Company vehicle to be provided.

Job Requirements:

- High school diploma or equivalent.
- Valid Driver's License.
- This position will require spending some time in the freezer, as well as carrying weights up to sixty pounds.
- Willingness to work and communicate effectively as a team.
- Motivation to learn more about our product in terms of improving customer satisfaction and overall experience.
- Able and willing to handle raw fish and shellfish.

Please email resumes and any questions to taylor.seafoodsoftheworld@gmail.com

Please put 'Product Handling Assistant' in the subject line. Thanks!

If we are interested, we will reach out to schedule an interview in the next week. No phone calls please!