



Job Description: Production Lead (York Location)

Non-Exempt: At Will Part-Time Employee

Position Summary: The Production Lead is responsible for The Popcorn Loft's production of product. The Production Lead oversees day to day production activities and ensures that the store is constantly stocked with an adequate amount of product to be sold. The Production Lead is a trusted key-holder. A trusted key-holder is expected to open or close the store depending on the day and who else is working.

Essential Job Functions:

- Be accurate, efficient and fast in making product
- Lead by example, not by words
- Complete daily tasks (list on wall in store)
- Notify owner when ingredients are getting low and need to be purchased
- Help ensure that The Popcorn Loft is always clean in both appearance and environment
- Main product responsibilities:
 - o Pop popcorn
 - o Make caramel flavors
 - o Make chocolate flavors
 - o Make cheese flavors
 - o Make fudge
- Be able to be on your feet 8 hours a day and work in conditions where temperatures reach high 80's in the summertime. Be able to understand the mathematical equations and understanding of measurements using quarts, cups, tablespoons, teaspoons, ounces and pounds.

Other Responsibilities as Assigned By Owners:

- Occasionally work vendor events and/or market location (in 2023)

ADA Requirements:

- Continuously
 - o Standing/Walking
 - o Talking
 - o Lifting/Carrying 10 pounds or less
 - o Repetitive use of hands
 - o Getting buckets of popcorn off shelf
 - o Visual acuity to determine accuracy, neatness, cleanliness, and thoroughness of work assigned and determine safety of workplace and surroundings
- Frequently
 - o Lifting/Carrying 11-25 pounds
 - o Bending over
 - o Reaching
 - o Pushing/Pulling
- Environmental Conditions
 - o Occasionally around cleaning chemicals

- Occasionally around wet and or slippery floors
- Continuously working around others
- Periodically around popping machine with temperatures reaching up to 475 degrees
- **Qualifications and Educational Requirements:**
 - Must have high school diploma
 - Previous experience in food industry, preferably baking and confections
 - Ability to work in a semi-fast-paced environment and stay focused on the task at hand
- **Supervision:**
 - Work with support staff and collectively oversee production operations
 - Reports to owner
- **Compensation:**
 - Production Lead will be paid hourly and required to clock in and out
 - Paid bi-weekly
 - Raises and/or bonuses will occur depending upon companies' ability and employees performance and production
 - Does not have to clock in and out for breaks (owners pay for breaks)
- **Leads Hours:**
 - 30-40 hours per week
 - Combination of morning and evening hours with majority of hours coming between 9am-5pm
 - Can work around schedule if in college
 - Occasional Saturdays
 - Closed on Sundays
 - Hours during the holiday season (October-Christmas will vary depending on necessity)
 - Required to give availability to owner 1 month in advance (owner makes schedule 1 month at a time)
 - If you have a scheduling conflict once the schedule is completed it is your responsibility to work with another employee to cover your shift after you have spoken with the owner
 - Days The Popcorn Loft is closed: Sundays (except for a few vendor events), New Years Eve, New Years Day, Memorial Day, July 4th (store closed, working events), Thanksgiving, 12/24 (close at 3pm) – 12/28
- **Discipline:**
 - If discipline is required owner will talk to employee and make note of conversation in employee file
 - If continued discipline is needed, the employee will receive discipline in writing and such writing will be stored in employee file
 - Discipline can lead to termination at anytime

*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. The Popcorn Loft Owners reserve the right to change or assign other duties to this position at any time. *

Interested candidates please fill out form on website.