



## **Packaging Department Coordinator**

City Brewing Company, a leading beverage manufacturing company located in La Crosse, WI has an immediate opening for a self-motivated and team oriented Packaging Department Coordinator to join our production department. This position provides support to supervision and management in the achievement of production goals. This position may be assigned to any shift based on production needs.

### Essential Duties include the following:

- Perform equipment checks on the packaging lines for operational readiness and proper setup
- Oversee the operation of packaging lines during production
- Ensure safety procedures are followed by adherence to Company policies
- Ensure front line quality check compliance to meet Company quality standards
- Print and distribute all documents needed for production (schedules and BOM's)
- Direct changeovers to ensure proper materials are used, proper amounts are produced and proper codes are used per the BOM
- Take case counts and record on daily packaging reports
- Ensure proper shutdown procedures are followed

### Additional Duties include the following:

- Prepare weekly shift assignments and daily schedules
- Plan daily and weekly schedules for cleaning
- Record all overtime and call ins
- Post for weekend work
- Schedule hourly vacations for Packaging Department
- Record and track employee performance evaluations
- Keep weekly inventories and order when needed label glue, hot melt, cleaning/CIP chemicals, conveyor lubricant
- Print and distribute all documents needed for production record keeping
- Accompany QA GMP auditors on all packaging related sanitation inspections and participate in corrective actions

Candidate should have experience in a beverage or food production facility, preferably in a high speed packaging environment. Prior experience in a Lead role preferred. Experience working in a Union environment helpful. Candidates must be willing to work all shifts and weekends. Must be computer literate and demonstrate excellent communication skills.

High School completion required, certificate or degree in related field preferred, but will consider relevant work experience.

City Brewing Company provides a competitive salary and benefit package that includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more.

If you are interested in joining our team, apply online at [www.citybrewery.com](http://www.citybrewery.com) or email resume to [jobs@citybrewery.com](mailto:jobs@citybrewery.com)