



## El Pájaro CDC Co-Packing – Job Description

### Production Line Leader

**Pay Scale:** \$18.00–\$20.00 per hour, non-exempt

**Status:** Full Time

**Reporting to:** Co-Packing Production Manager

**Location:** Onsite, Watsonville, CA

#### Summary of the Role

The Production Line Leader is a hands-on supervisory role responsible for driving the performance, quality, and efficiency of a dedicated production line at El Pájaro CDC Co-packing. This role is the frontline leader that keeps operations running smoothly, directly guiding a team of line workers, upholding food safety and quality standards, and ensuring daily production targets are met on time. The ideal candidate leads by example, thrives in a fast-paced manufacturing environment, and takes ownership of their line from setup to shutdown. As a key link between the production floor and management, the Production Line Leader plays a critical role in maintaining El Pájaro CDC's commitment to operational excellence and a high-performing team culture.

#### Responsibilities Include

- Direct line workers' daily activities and monitor performance.
- Ensure the line is set up properly, clean, and functional.
- Perform in-process quality checks (weight, label, seal, etc.).
- Monitor equipment status and escalate issues.
- Maintain accurate and timely paperwork (batch logs, labels, etc.).
- Lead by example by actively working alongside the production team.
- Ensure daily production goals are met while maintaining food safety and quality standards.
- Train and coach new employees on production procedures and company expectations.
- Identify bottlenecks and recommend improvements to increase efficiency.
- Verify all materials, ingredients, labels, and packaging are correct before production begins.
- Ensure all line documentation is complete, accurate, and submitted on time.
- Assist with changeovers, equipment cleaning, and end-of-day shutdown procedures.
- Communicate updates to the Production Manager.
- Enforce GMP (Good Manufacturing Practices) and ensure all team members are in compliance with food safety protocols at all times.
- Track and report line efficiency, downtime, and yield data to support continuous improvement efforts.
- Monitor attendance and punctuality of line staff and communicate concerns to the Production Manager.
- Participate in internal audits, mock recalls, or third-party inspections as needed.
- Ensure proper labeling, allergen controls, and lot traceability are maintained throughout production.

## Desired Qualifications

- 2+ years of food manufacturing or production experience preferred.
- Previous leadership or team lead experience preferred.
- Strong organizational and time management skills.
- Excellent attention to detail.
- Ability to work efficiently in a fast-paced environment.
- Ability to prioritize multiple tasks with minimal supervision.
- Comfortable making decisions under pressure.
- Reliable, dependable, and punctual.
- Basic math skills for production counts, weights, and documentation.
- Comfortable using tablets, computers, or production paperwork.
- Ability to lift up to 50 lbs and stand for extended periods.
- Willingness to work flexible schedules when production demands require.
- Bilingual (English/Spanish) strongly preferred.
- Familiarity with GMP, HACCP, or SQF standards is a plus.
- Experience working in an SQF, BRC, or similarly certified food facility preferred.
- Basic understanding of allergen management and cross-contamination prevention.

*This role reports to the Production Manager team and is part of a dynamic and collaborative environment. Competitive compensation offered based on experience.*

To apply, do not call our office please send your resume and a short cover letter to [jobs@elpajarocdc.org](mailto:jobs@elpajarocdc.org) or visit our careers page on the El Pájaro CDC website: [www.elpajarocdc.org](http://www.elpajarocdc.org).

### **Confidentiality Agreement – Required Upon Hire**

Upon being hired, all team members are required to read and sign the El Pájaro CDC Co-packing Confidentiality Agreement before beginning work.

As part of the co-packing operation, you may have access to proprietary recipes, formulations, and production information belonging to El Pájaro CDC or its clients. By signing the agreement, you commit to:

- Keeping all recipes, formulas, and production processes strictly confidential.
- Using confidential information only to perform your assigned duties.
- Returning or destroying all confidential materials upon request.
- Reporting any suspected unauthorized disclosure to your supervisor immediately.

*These obligations remain in effect during and after employment. Unauthorized disclosure of confidential information may result in disciplinary action and/or legal liability.*

### **About El Pájaro CDC:**

*For more than 45 years, El Pájaro Community Development Corporation (CDC) has supported disadvantaged entrepreneurs achieve their business goals and enhance their economic autonomy through business advising, training, access to capital and technical assistance. Building on this legacy, our Food Business Development Program supports food entrepreneurs, small-scale producers and farmers with commercial kitchen access, co-packing services and the resources needed to develop value-added food products, access new markets and grow sustainable businesses. To learn more about El Pájaro CDC, visit [www.elpajarocdc.org](http://www.elpajarocdc.org).*