

## Head Panning Chocolatier

**Reports To:** Production Manager

This is a full-time position. When production demand is high, employees are expected to work additional hours. We welcome applicants with production experience, even if not in the candy industry. We will train the right candidate on our equipment, products, and processes. Training time is extensive and may exceed one year.

### Job Overview

The Head Panning Chocolatier is responsible for producing exceptional quality chocolates in the panning room area of the factory. Duties are primarily as a chocolatier (approximately 80%), cleaning & sanitation (10%), and other related panning tasks (10%). To be successful in this position, an individual must have sharp attention to detail, the ability to make quick decisions in regard to machine settings and product quality, and work on the production line with speed and accuracy. This chocolatier should be able to maintain production standards and work towards improving productivity without compromising quality. They must quickly learn product specs and quality expectations, and they must be able to troubleshoot issues with equipment or product malfunctions.

**Essential Responsibilities and Duties** include the following. Other duties may be assigned.

- Follow and implement all health and safety guidelines and monitor same guidelines with production workers
- Prepare panning room equipment for the start of production
- Evaluate and maintain panning room environmental standards, adhering to humidity and temperature guidelines
- Prepare ingredients: Load chocolate into melters, incorporate flavors & colors, collect & weigh product centers, and verify lot codes for proper tracking
- Use software to create accurate run sheets with recipe and lot code information, and to create package labels
- Operate panning room equipment including the belt coater, polishing pans, and bagging machines
- Closely observe product throughout production process and make frequent & subtle adjustments to equipment to maintain quality standards
- Independently run batches of original or advanced flavors and colors
- Lift and move heavy bins of product between production stages
- Evaluate batch consistency (taste, color, appearance) to minimize product 2nds
- Monitor appropriate dry time and determine when product can be packaged
- Accurately weigh bulk product into cases, seal boxes and apply appropriate labels
- Understand and strictly follow all requirements for documenting product used, production steps, and packaging data
- Monitor panning team performance and recommend/provide training as required
- Assist with recipe development and formulation
- Communicate changes in ingredients or new product recipes to other staff regarding nutritionals, ingredient labeling, costing and supply chain.
- Evaluate the quality of final product, adhering to Wilbur's quality standards
- Perform thorough daily cleaning and sanitation of workspace, equipment, and floors
- Follow production schedule and meet production targets
- Monitor and keep records of inventory and work orders
- Report any issues to the Production Manager
- Perform other tasks as assigned

**Qualifications**

- High School Diploma/GED
- Experience in manufacturing or factory work preferred
- Experience operating manufacturing machinery preferred
- Supervisory experience beneficial
- Ability to remain focused and attentive throughout a full shift
- Ability to work as part of a team, can accept coaching and feedback from supervisors and others
- Good communication and interpersonal skills
- Basic math and computer technology skills
- Attention to detail and physical dexterity
- Available for shift work and weekends as needed
- Comfort working full shifts in a cool environment

**Physical demands**

To successfully perform the essential functions of this job you need to be able to stand for extended periods of time, to have physical dexterity as there is extensive repetitive movement and be able to lift up to 50lbs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Work environment**

The work environment is fast paced and requires speed with accuracy. Reasonable accommodation may be made to individuals with disabilities to perform essential functions.

The noise level in the work environment is: Moderate to loud (hearing protection provided)

The temperature in the work environment is: Cool (not warmer than 45 degrees)

The pace of this job is: Moderate - Rapid