

## Packaging and Cheese Care Specialist

Charlevoix Cheese Company is a family-owned and operated dairy farm and farmstead cheese production facility in Charlevoix, Michigan. We are seeking a dedicated and detail-oriented Packaging and Cheese Care Specialist to join our team. In this role, you will be responsible for preparing finished products for sale, maintaining the quality of aging cheeses, and supporting overall product handling and inventory. You will play a key role in ensuring our cheeses meet the highest standards of quality, consistency, and food safety.

Experience is not necessary, but enthusiasm for physical work in a detail-oriented environment is a must. This position offers 20-40 hours per week, with hours varying based on season and skillset. Weekday hours, with the opportunity for additional hours through farmers market sales (held on weekdays and Saturday seasonally). If you have a passion for artisan food and want to make an impact on feeding America, come join our team!

### Responsibilities

- Cut, portion, and package cheese products to company standards
- Label and prepare products for wholesale, retail, and distribution
- Monitor and care for cheeses during the aging process (flipping, cleaning, organizing)
- Maintain accurate inventory of packaged products and aging cheeses
- Ensure cleanliness and organization of packaging and aging areas
- Follow and maintain Good Manufacturing Practices (GMPs)
- Adhere to sanitation procedures and food safety policies
- Assist with order fulfillment and preparation
- Represent the company at local farmers markets through product sales and customer engagement (optional opportunity for additional hours)

### Qualifications

- Strong attention to detail and ability to stay organized
- Positive attitude and willingness to learn
- Regular, dependable attendance and punctuality
- Ability to follow written and verbal instructions
- Basic math skills for weights, labeling, and inventory tracking
- Interest in artisan food production and quality

### Work Environment

While performing duties of this job, an employee must be able to:

- Lift up to 50 pounds
- Stand for long periods of time

### Benefits

- Paid vacation time after 90 days of employment
- Employee discount and 20lb cheese annually

Learn more about our farm and cheeses on [www.charlevoixcheese.com](http://www.charlevoixcheese.com).

**To apply, please send your resume and cover letter to [info@charlevoixcheese.com](mailto:info@charlevoixcheese.com)**