



## Job Opportunity

### **Contract Manufacturing Crew Member, Swing/2nd Shift** *Part Time, Seasonal, Hourly (Non-Exempt)*

CommonWealth Kitchen, Inc.

CommonWealth Kitchen (CWK) is looking for motivated, energetic team players to join our innovative small-batch food manufacturing team. This is an excellent opportunity for the right candidate to gain first-hand experience in a fast-moving food production facility, produce a variety of exciting new food products, and learn food safety, the use of specialized equipment, and other valuable skills from our master chefs. Position is seasonal, but successful candidates will be prioritized for full-time positions as they become available.

## Position Overview

Contract Manufacturing crew members are the backbone of CWK's production team. Crew members handle everything from ingredient prep to finished product packaging, labeling, and inventory control. Cooperation, communication, and a can-do attitude are essential to success in this small, tight-knit team.

## Primary Responsibilities

- Wash, prepare, and weigh/measure ingredients
- Process ingredients using specialized equipment, including industrial juicers, blenders, pumps, etc.
- Keep accurate production records and inventory counts
- Transport product from production to storage
- Wash dishes, clean and sanitize facilities and equipment
- Other tasks as assigned by supervisor

## Reporting

This position will report to contract manufacturing supervisors (Seth Morrison, Michael Hayhurst).

## Qualifications

### Required

- Ability to follow instructions and work well with others
- Self-motivated, with a positive, can-do attitude and a problem-solving mindset
- Must be able to lift at least 50lbs and be able to spend up to 8 hours on feet daily

### Preferred

- Food manufacturing, food service, restaurant, or other food production experience
- ServSafe or equivalent food safety certification



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CommonWealth Kitchen is an equal opportunity employer. We value having a diverse staff who are representative of the community we serve and who bring a variety of traditions, experiences, and points of view to our organization. Individuals of all backgrounds are strongly encouraged to apply.

Interested candidates must be authorized to work legally in the United States.

## Benefits and Compensation

CommonWealth Kitchen offers a fast-paced, rewarding work environment at our 196 Quincy Street location. Starting pay from \$11-15/hr, based on experience.

## To Apply

Please complete a CWK job application (attached) and submit to Business Manager Sherina McKinley by email ([sherina@commonwealthkitchen.org](mailto:sherina@commonwealthkitchen.org)) or in person at 196 Quincy Street, Dorchester, MA 02121.

## About Commonwealth Kitchen

[CommonWealth Kitchen](#) (CWK) CommonWealth Kitchen is Boston's only nonprofit food business incubator and food manufacturing social enterprise. Our mission is to promote small business and create jobs, with a focus on people who have been impacted by racial, social, or economic inequality.

We provide commercial kitchen space, business and technical support to @ 40-50 emerging wholesale and retail food companies, caterers, and food trucks. On average, approximately 70% of our businesses are owned by women and/or people of color, employing more than 140+ staff.

Since our start in 2009, we've graduated 40+ companies out of our shared kitchens and into a mix of retail, wholesale and contract manufacturing operations of their own, including Roxy's Grilled Cheese, McCrea's Candies, BATCH Ice Cream, Alex's Ugly Sauce, Voltage Coffee, Down Home Delivery, ForkLift Catering, and Clover Food Lab, creating over 450 jobs.

In 2015, we launched a small-batch manufacturing social enterprise, providing contract production to help our members scale up and turn multiple part-time jobs into full-time work. We were thrilled to be named Best Incubator by Boston Magazine and a Game-Changer by The Boston Globe in 2015.

# COMMONWEALTH KITCHEN

## Employment Application



### APPLICANT INFORMATION

Position Applying For:

Last Name		First Name		M.I.	
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
How did you hear about us?(ex. DSNI, Project RIGHT, live down the street)					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

### EXPERIENCE AND SKILLS (PLEASE DESCRIBE)

SKILLS	WHERE?	APPROX. HOW LONG?
Food preparation		
Cleaning		
Work with the public		
Warehousing (i.e. Pallet rack, receiving)		
Administrative		
Computer skills		
Do you have a driver's license?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you have culinary or food training?	YES <input type="checkbox"/> NO <input type="checkbox"/> Describe training :	

## AVAILABILITY

<b>Date Available:</b>			Part Time <input type="checkbox"/>			Full Time <input type="checkbox"/>	
<b>General Availability</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>							
<b>Afternoons</b>							
<b>Evenings</b>							
<b>Late nights</b>							

## REFERENCES

*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date