



## MENOMONIE LOCATION JOB SUMMARY

Join the always-growing family at Ellsworth Cooperative Creamery - Menomonie as we work with our cooperative of local farmers to create award-winning cheese!

While we cannot guarantee current openings for the following job opportunities, if you are interested in working with us, please complete our Employment Application (see Careers page of our web page) and indicate your position interest.

### JOB OPPORTUNITIES IN MENOMONIE

(Click on hyperlinks below to go directly to the job summary of interest):

**[Make Room](#)**

**[Packaging](#)**

**[Retail Team Member](#)**



Note: This information is provided as a high-level summary and does not reflect all duties, responsibilities, and qualifications. Additionally, these items are subject to change and are not a promise of employment.

Ellsworth Cooperative Creamery | May 2023

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**COMMITTED TO OUR  
TEAM, CRAFT, &  
COMMUNITY**  
*Since 1910*

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## MENOMONIE LOCATION JOB SUMMARY

### MAKE ROOM - PRODUCTION

#### Duties and Responsibilities:

- Ability to set-up, work and change the cheese tables.
- Attention to detail a must.
- Leveling cheese in forms, flip and removing cheese from cheese forms.
- Know and follow proper operations for the brine room.
- Hand scooping as well as pumping cheese into forms
- Cleaning and sanitization are ongoing during shifts.
- Read, record, and communicate the PH control of the cheese.
- Properly record production data as needed.
- Maintain a sanitary workspace according to the company's Good Manufacturing Practices (GMP).

#### Wage:

- Starting Wage = \$20.00/hour; \$22/hour after 120-day probationary period
- \$1 Shift Differential between 6pm-6am

#### 4 Days/Week, 10-Hour Days Schedule: Monday Tuesday, Thursday, Friday (off Wednesday)

- 1st shift:
  - 4am – 2pm
  - 6am – 4pm
  - 8am – 6pm
- 2nd shift:
  - 2pm – 12pm
  - 4pm – 2am
  - 6pm – 4 am
- 3rd shift:
  - 7pm – 5am
  - 8pm – 6am
  - 10pm – 8am
- Occasional Holidays

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## MENOMONIE LOCATION JOB SUMMARY

### PACKAGING

#### **Duties and Responsibilities:**

- Must accurately set up and run the line as trained by supervisor.
- Package Cheese from 5 lb. to 55 lb. blocks.
- Cut and wrap cheese as assigned.
- Properly stack boxed cheese on pallets.
- Properly record production data as needed.
- Make boxes for sale of products.
- Maintain line speed as per supervisor's instructions.
- Understand and know the set up and cleanup operation of the packaging line.
- Maintain a sanitary workspace according to the Company's Good Manufacturing Practices

#### **Wage:**

- Starting Wage = \$18/hour; \$19.50 after 120-day probationary period
- \$1 Shift Differential between 6pm-6am

#### **Schedule:**

- 1st shift: 7am – 3pm Monday-Friday
- 2nd shift: 3pm – 11pm Monday-Friday
- Occasional weekends & Holidays

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## MENOMONIE LOCATION JOB SUMMARY

### RETAIL TEAM MEMBER

#### Duties and Responsibilities:

- Provide exceptional customer service!
- Cut and wrap cheese.
- Package and seal cheese curds.
- Properly record production data.
- Understand and know the proper opening/closing procedures.
- Ability to follow ice-cream and deep-fried cheese curd procedures, make pizzas, and hot sandwiches.
- Assemble cheese trays.
- Ability to lift up to 40 lbs occasionally.
- Stand for up to 8 hours/day.

#### Wage:

- Starting wage:
  - Part Time - \$11-\$14.00+/hr. Depending on experience.
  - Full Time - \$15.00/hr + Benefits/Paid Time Off!
  - \$1 Shift Differential after 6pm and on weekends.

#### Schedule:

- Hours are between 7:30am and 6:30pm (flexibility).
- 1-2 weekends per month required.

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