Job Title: Production Assistant

Location: Worksop

Reports To: Social Enterprise Lead

About ACE Popcorn

ACE Popcorn is a new social enterprise with a passion for delicious gourmet popcorn and a commitment to employing people with autism. We believe in creating high-quality products while simultaneously providing meaningful employment opportunities for individuals facing barriers to work. Join our team and be part of a company that's making a difference, one pop at a time!

Job Summary:

The Production Assistant will play a vital role in the day-to-day operations of our popcorn production, ensuring the efficient and high-quality manufacturing of our product range. This role is crucial in maintaining our production standards and contributing to a positive and collaborative work environment.

Key Responsibilities:

Production:

* Operating popcorn machines safely and efficiently, following established recipes and production schedules.
* Measuring and mixing ingredients accurately (kernels, oil, flavourings, etc.).
* Monitoring popping process to ensure optimal quality and minimize waste.
* Flavouring, seasoning, and coating popcorn according to product specifications.
* Performing quality checks on finished popcorn products (e.g., taste, texture, appearance).

Packaging:

* Accurately weighing, bagging, and sealing popcorn into various package sizes.
* Applying labels, batch codes, and best-before dates correctly.
* Ensuring packaging is neat, secure, and meets brand standards.
* Assisting with receiving, inspecting, and storing raw materials and packaging supplies.
* Monitoring inventory levels and reporting low stock to the Production Manager.
* Assisting with stock rotation to minimize waste and ensure freshness.

Health and safety:

* Adhering strictly to all food safety and hygiene regulations (HACCP principles, if applicable).
* Maintaining a clean and organized work area, including regular cleaning of equipment, surfaces, and floors.
* Operating equipment safely and reporting any maintenance issues or hazards promptly.
* Always Wearing appropriate PPE (Personal Protective Equipment).

Teamwork:

* Working effectively as part of a small, dedicated production team.
* Communicating clearly and respectfully with colleagues and supervisors.
* Supporting fellow team members and contributing to a positive and inclusive workplace culture.
* Willingness to learn new skills and adapt to changing production needs.

Qualifications & Experience:

* No experience is necessary in food production, manufacturing or similar hands-on roles
* Good attention to detail.
* Physical ability to stand for extended periods, lift moderate weights (20-25kg), and perform repetitive tasks.
* A positive attitude, strong work ethic.
* Shares our values of a world that recognises, understands and values autistic people.

What We Offer:

* The opportunity to be part of a growing social enterprise with a meaningful mission.
* A supportive and friendly work environment.
* On-the-job training and opportunities for skill development.
* Flexible working hours on site Monday-Friday