

**Production Assistant for  
Food Manufacturing Company**  
Job Details

**Salary:** \$12 - \$14 an hour

**Job Type:** Part-time

**Shift and Schedule:** Monday through Thursday 7:00am – 3:00pm (32 hours / week), unless set schedule is otherwise agreed upon by manager.

**Job Summary and Mission**

Lone Star Bee Company, LLC is a well-established, successful food manufacturer, in business for over 7 years specializing in the manufacturing of honey products. Our rapidly growing small business is looking for someone who is driven, takes initiative and is responsive as the need arises, shows good common sense and a positive attitude, and who is reliable and takes pride in his/her work. We value teamwork, innovation, and dedication to providing exceptional products to our clients. A person matching these traits will have the opportunity for job growth, as we promote from within our company first. We offer on-the-job training, supporting YOUR personal and professional growth, giving you the freedom to excel as we continue to grow our company.

This job focuses on manufacturing artisanal, handcrafted honey products with attention to food safety practices. The position is responsible for executing the Lone Star Bee Company brand standards and maintaining product quality and recipe execution. You will become knowledgeable and proficient in all of our honey production facility procedures.

**Hiring Location:** Houston, Texas, 77092

**An Ideal Position for Candidates Looking for:**

- Flexible scheduling
- Opportunity for job growth
- A stable position
- Consistent job duties
- Comfortable working alone and in a food manufacturing production facility
- Professional, friendly team members

**Summary of Key Responsibilities**

- Performs routine honey preparation according to established operational policies and procedures, such as infusing honey and bottling honey
- Assist in ensuring a clean, safe and well-organized food production environment
- Follow food safety standards and guidelines
- Attention to detail in food/service quality and cleanliness
- Ensure that a constant and adequate supply of ingredients and products are prepared according to company specifications and local health regulations
- Ability to lift at least 50 pounds on occasion

- Follow our safety policies and procedures, including operating equipment, handling food, etc.
- Maintain a clean, safe, and organized workplace
- Report to work at the prescribed time for each scheduled shift and to fulfill the job requirements for the duration of the shift or until relieved of all duties by a direct supervisor.
- Maintains calm demeanor during high volume or unusual events
- Communicate effectively and proactively with the production manager
- To perform all work related tasks as assigned by your supervisor

### **Skills and Abilities**

- Skills from previous experience in a professional kitchen setting is preferred.
- Familiarity with basic food preparation techniques is preferred.
- Knowledge of food safety and sanitation practices is preferred.
- Food handlers card preferred, but not required.
- Physical stamina and the ability to stand for extended periods and lift heavy objects is required.
- Ability to speak and write fluently in English.
- Ability to regularly lift at least 50 lbs.
- Ability to perform basic math skills.
- Ability to follow directions from supervisor and management.
- Ability to interact productively with coworkers to meet company goals.
- Ability to receive and build upon constructive criticism in a professional manner.
- Ability to understand and follow posted work rules and procedures.
- Ability to maintain regular and consistent attendance and punctuality.
- Ability to perform many different tasks within the facility during each shift.
- Ability to learn quickly.
- Ability to understand and carry out oral and written instructions, request clarification as needed

### **What should you expect from us?**

- Clear expectations and goals
- Relationship and respect
- Tools for necessary success
- Recognition of your efforts

**Benefits:** Employee discount, flexible schedule

**Physical setting:** Food manufacturing production facility

**Work Location:** In person. Reliable transportation is required.

### **How to apply:**

1. Complete the below job application form.
2. Email a copy of the completed application to [contact@lonestarbee.com](mailto:contact@lonestarbee.com).



# Lone Star Bee Company, LLC

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

Please list three professional references.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**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: \_\_\_\_\_