TRAINING DEVELOPMENT COORDINATOR
(TEMPORARY POSITION WITH POTENTIAL OF TRANSITIONING TO PERMANENT)

Posting ID: EM181164B4

Company Website: http://www.cheltenhouse.com/careers

Company: Chelten House Products

Work Location: 2970 N Coleman Street N Las Vegas, NV 89032

Position Type: Part-Time

Salary: $18.00 - $20.00

College Major(s): Mechanical Engineering (ME)

College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student

OVERVIEW

Chelten House Products is a family owned business started in the 1940's with a fourth generation joining the business. The main facility is located in Bridgeport, NJ and a second location recently opened in N. Las Vegas, NV. We produce all natural and organic pasta sauces, salsas, salad dressings and ketchup. The last 10 years has seen the company grow from 35,000 square feet to 150,000 square feet of manufacturing and warehousing space. It has tripled its research and development space by adding an industrial kitchen. The addition of a full time chef who works hand in hand with the research team is leading to new and exciting products, which our customers are taking advantage of.

Roles and Responsibilities

Note: This is currently a temporary position (6-8 months, there is a potential of transition to permanent).

This individual would shadow our Leads, Supervisor and operators documenting the required tasks of each position, which might include a video or picture, developing an SOP, JSA or OPL and transferring information into a specific format and/or embedding information into a training worksheet. We would also look to this person to provide any recommendations and/or suggestions that may improve processes or systems. All information will be categorized and stored on a shared drive.

Acronyms:
SOP (Standard Operating Procedure)
JSA (Job Safety Analysis)
JTA (Job Training Analysis)
Education and Qualifications
Minimum Qualifications:
● High School Diploma or GED
● Must be fluent/advanced working in Excel/Pivot Tables, Power Point, Word, etc.
● Must be willing to spend time on the manufacturing floor.
● Knowledge with Lean Manufacturing or Six Sigma a Plus.

Preferred Skills
The ideal candidate would be someone who has a culinary and/or industrial engineering background and/or interest.

How to Apply
This position is NOT on our company website - please send all resumes to:
gciampaglio@cheltenhouse.com