LATIN GOODNESS FOODS · DBA MASPANADAS

Rockville, MD · maspanadas.com

JOB DESCRIPTION · OCTOBER 2026

PACKAGING STATION LEADER

Latin Goodness Foods, LLC (DBA MasPanadas) · Rockville, MD

POSITION OVERVIEW

Department: Production / Packaging

Reports To: Operations Manager

FLSA Status: Non-Exempt

Employment Type: Full-Time

Location: On-site — MasPanadas Manufacturing Facility, Rockville, MD

Language: Bilingual English/Spanish required

SUPERVISORY RESPONSIBILITIES

- Packaging Line Team (4–5 operators)
- Day-to-day oversight of scale and bagger station during assigned shift

POSITION SUMMARY

The Packaging Station Leader owns the packaging end of the production line — the people, the equipment, the output, and the quality standard. This role operates the auto-weigh scale and vertical bagger, leads a team of 4–5 packaging operators, and troubleshoots mechanical issues before they become downtime. The right person runs a clean, organized station, enforces GMPs without being asked, communicates fluidly in both English and Spanish, and holds their team to the same standard.

KEY RESPONSIBILITIES

Equipment Operation

- Operate and set up the Bello Auto Weigh Scaler and vertical form-fill-seal bagger — including changeovers, parameter adjustments, and calibration checks
- Run equipment at target efficiency and weight accuracy; monitor fill weights against net-weight specifications and correct deviations immediately
- Perform operator-level preventive maintenance: cleaning, lubrication, minor adjustments, and pre-shift/post-shift equipment inspections; document in the equipment log

Mechanical Troubleshooting

- Diagnose and resolve common mechanical issues at the station — film tracking, seal jaw temperature, feeder flow, bagger timing — to minimize unplanned downtime
- Escalate issues that require Maintenance beyond operator-level repair; provide clear, specific descriptions of the fault so Maintenance arrives with the right information

- Identify recurring equipment problems and communicate patterns to Operations and Maintenance for root cause resolution

Team Leadership

- Lead, direct, and support 4–5 packaging operators during the shift; set the pace and standard for the station
- Orient new team members to station equipment, GMP expectations, and safety requirements
- Communicate shift goals, priorities, and changes clearly in both English and Spanish
- Address performance issues promptly and respectfully; escalate to Operations Manager when needed

Food Safety & Quality

- Enforce GMP standards at the packaging station at all times — PPE, hygiene, cleanliness, no jewelry, no unapproved containers
- Conduct and document required weight checks, seal integrity checks, and visual quality inspections per the production schedule
- Identify and hold non-conforming product; notify QA immediately and follow hold/release procedures — do not release held product without QA clearance
- Maintain a clean, organized station; own sanitation compliance at the packaging area during and after the shift

Production & Documentation

- Track packaging output, downtime, and waste against shift targets; report actuals to the Operations Manager
- Complete all required production records, weight logs, and equipment checklists accurately and in real time — not at the end of the shift
- Communicate material needs (film, bags, cartons, labels) in advance so the station never waits on supplies

---

QUALIFICATIONS

- 2+ years of experience in food manufacturing or a high-volume production environment at comparable scale
- Hands-on experience operating or maintaining automated packaging equipment — auto-weigh scales, vertical baggers, or equivalent
- Demonstrated mechanical aptitude: able to diagnose and resolve basic equipment faults independently
- Proven team leadership experience — has directed, trained, or coordinated a production crew of 3 or more
- Bilingual English/Spanish required — must communicate effectively with English-speaking management and Spanish-speaking floor staff
- Familiar with GMP requirements and food safety basics in a manufacturing environment
- Reliable, organized, and accountable — sets a high standard and holds to it

Preferred (not required)

- Experience with the Bello Auto Weigh Scaler or similar auto-weigh systems
- SQF or HACCP awareness training

WORKING CONDITIONS

- On-site — MasPanadas Manufacturing Facility, Rockville, MD
- Exposure to temperature variation (including frozen/cold areas), noise, and a food-manufacturing environment; PPE required on the floor
- Physical requirements: standing for extended periods, lifting up to 50 lbs, repetitive motion
- Shift schedule aligned to production needs; some flexibility required

OTHER DUTIES AS ASSIGNED — This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee.

This document contains Proprietary and Confidential Information which constitutes Trade Secrets. Latin Goodness Foods, 601 Dover Rd, Ste 1-5, Rockville, MD 20850.