



North Bay Trading Co.

Production and Warehouse Worker



ABOUT THE COMPANY: Through our website and Amazon, we sell dry food items to commercial and retail health-conscious customers. Selling under the brands North Bay Trading Co. and Thousand Lakes, our products include Wild Rice, Soup Mixes, Beans and Lentils, Freeze-Dried Fruit, and Air-Dried Vegetables. As a family-owned company since 1987, our business activities are sustainable, and we strive to build loyalty from customers, suppliers, and employees. We are community supporters based in Brule, Wisconsin, achieving nationwide results with small business efficiency. For more information, please visit our website at northbaytrading.com/about-north-bay-trading.

ABOUT THE POSITION:

Compensation: Hourly wage of **\$15 per hour**, or commensurate with skills and experience. Eligible employees receive paid time off, holiday pay, simple IRA match, and may receive Health Savings Account (HSA) contributions⁽¹⁾.

Position Purpose

Work onsite in Brule, WI to package dry food products, box orders for e-commerce and wholesale trade, move inventory, record inventory details on paper forms, and perform cleaning and maintenance tasks.

Major Functions

- Mix and package natural food ingredients using both simple machinery and manual methods
- Print, peel, and apply labels to pouches used for food packaging.
- Move and arrange inventory utilizing a cart, rolling ladder, and a pallet jack
- Assist with facility/grounds cleaning and groundskeeping.
- Follow work instructions and policies related to the Company's food safety program
- Follow detailed written instructions and document work activities on checklists
- Other warehouse and groundskeeping projects, as assigned

Secondary/Bonus Functions

- As qualified: Assist with the operation and maintenance of machinery and vehicles
- As qualified: Assist with buildings and grounds maintenance and special projects
- As qualified: Assist with computer data entry related to inventory and food safety

Requirements/Qualifications

- Will follow food safety hygiene policies, clothing requirements, and other processes as instructed by the Company's food safety plan
- No conditions of communicable disease that present a food safety risk
- Is physically able and comfortable working in a sitting or standing position
- Is physically able and comfortable performing repetitive tasks with hands
- Will help maintain a clean and organized workplace
- Willing to work extra hours as requested, for example, during peak periods or staffing shortages
- Positive attitude, team focus, constant striving to achieve company goals.
- Clean driving record
- Can accurately check and log details on papers and forms
- Can perform physical work, including lifting 50 lbs. and using a pallet jack
- Is physically able and comfortable moving boxes to and from high shelving areas using rolling ladders

Location and Schedule

- 40 hours per week.
- Willingness to work extra hours during peak periods or staff shortages as needed.
- Willing to come in early or stay late to help with intermittent projects such as snow removal

Contact: Please email us at hr@northbaytrading.com and include “Production and Warehouse” in the subject line. Also, please visit northbaytrading.com/jobs for additional job postings.

⁽¹⁾ HSA Contributions:

An HSA is a tax-advantaged savings account, like a retirement account, but designated for current and future healthcare expenses and has triple tax advantages. Your contributions, investment earnings, and qualified distributions all are exempt from federal income tax and social security tax.

Unused HSA dollars roll over from year-to-year. You always own your HSA and can take it with you through changes in health care plans or changes in employment. Upon reaching the age of 65, funds in the HSA can be used for things other than medical expenses, without penalty, but subject to income tax.

You and/or your spouse plus dependents can use your HSA account to pay for deductibles, copayments, coinsurance, prescription drugs, dental care, eye exams, and contacts or eyeglasses. The funds generally cannot be used to pay health insurance premiums unless you’re over 65 or between jobs.