

Paxton Summers

Process Assistant, Food Production

☎ (508) 555-2846 ✉ paxton.summers@example.com

🌐 linkedin.com/example/paxtonsummers 📍 Worcester, MA 01604

STRENGTHS

- ✂ **Flexible Line Coverage**
Moved between soup, side dish, entree, processing, and packaging lines as schedules changed. Peers valued steady support during busy shifts.
- ✔ **Accurate Product Handling**
Checked labels, counts, product status, and staging details before movement. That small pause prevented confusion downstream.
- ⚠ **Process Issue Reporting**
Spotted mismatches, shortages, and irregularities during assigned work, then raised them promptly. Line leads gained clearer choices.
- ♥ **Specialty Product Control**
Kept organic, gluten free, and low sodium materials separated through careful identification. Consistent checks protected product integrity.
- 💬 **Shift Handoff Communication**
Recorded open issues, material status, and line changes for incoming personnel. Clear notes made handoffs easier and calmer.

SKILLS

Prepared food processing
Retail product handling
Finished product handling
Material staging
Production line support
Cross line coverage
Process deficiency reporting
Food safety practices
Specialty product controls

SUMMARY

Food production professional with four years supporting prepared food processing, retail product handling, and fast paced manufacturing lines. Moves across production assignments as schedules change, keeping materials, finished products, labels, and staging areas accurate and orderly. Follows documented **operating practices**, sanitation procedures, food safety controls, and product specific requirements during **second shift** operations. Experienced with organic, **gluten free**, and low sodium runs, including material identification, separation, and production documentation. Communicates **process deficiencies**, shortages, mismatches, and incomplete runs promptly so line leaders can respond before downstream work is affected. Builds dependable shift handoffs through clear status notes and practical coordination with operators. Brings steady pace, careful product handling, and adaptable line support that can contribute to consistent prepared food processing and reliable retail product flow.

EXPERIENCE

Process Assistant, Prepared Food Production

Pioneer Kitchen Foods 📅 March 2024 - Present 📍 Worcester, MA

Supports prepared retail food processing across soup, side dish, and entree lines during second shift. Handles in process materials and finished products, maintains specialty product separation, and coordinates clear handoffs with operators and line leads. Provides flexible coverage as production priorities change, protecting accurate flow from staging through downstream operations.

- Supported prepared retail food processing across multiple lines, maintaining accurate material movement through finished product handling.
- Rotated among soup, side dish, and entree lines, following standardized work instructions during changing production schedules.
- Checked material identity and product status during line transitions, escalating mismatches before affected items advanced.
- Maintained **organic**, gluten free, and **low sodium** separation practices through label and documentation checks.
- Documented open issues, material status, and line changes for dependable shift handoffs with operators and leads.
- Handled packaged finished goods through assigned steps, supporting counts, organized staging, and timely downstream movement.

Production Line Associate, Prepared Foods

Granite State Prepared Foods 📅 October 2022 - February 2024 📍 Nashua, NH

Handled refrigerated prepared food materials across processing and packaging stations in a busy manufacturing setting. Staged ingredients and packaging, monitored product flow, reported irregularities, and shifted between stations during staffing or volume changes. Supported clean, identified staging areas and careful finished product movement for downstream work.

- Executed refrigerated prepared food handling tasks, following line instructions, sanitation practices, and product specific requirements.
- Staged ingredients and packaging for scheduled runs, verifying item identity and placement before production began.
- Monitored assigned product flow and reported equipment, material, or process irregularities promptly to line leads.
- Shifted between packaging and processing stations during volume changes, preserving continuity and product status awareness.
- Organized completed cases for downstream movement, keeping finished product areas clean and clearly identified.

Organic product handling

Gluten free handling

Low sodium handling

Shift handoffs

Production documentation

Second shift operations

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Process Assistant, Prepared Food Production at Pioneer Kitchen Foods (2.6 Years)

● Production Line Associate, Prepared Foods at Granite State Prepared Foods (1.3 Years)

● Food Production Associate, Fresh Meals at Keystone Fresh Meals (1.9 Years)

- Followed documented controls during allergen sensitive and specialty product runs, maintaining accurate material separation.

Food Production Associate, Fresh Meals

Keystone Fresh Meals 📅 October 2020 - September 2022 📍 Springfield, MA

Performed hands on processing and packaging for fresh prepared meals in a refrigerated manufacturing environment. Supplied stations, removed completed products, checked labels and packaging components, and learned several line positions. Supported second shift sanitation, food safety, organized staging, and clear communication during production handoffs.

- Performed processing and packaging activities for fresh prepared meals in a high volume refrigerated setting.
- Supplied production stations and removed completed product in sequence, supporting steady line flow for operators.
- Verified labels, packaging components, and product identifiers against work instructions before use.
- Learned multiple line positions and covered processing or packaging stations during staffing changes.
- Maintained organized staging areas and followed sanitation and **food safety** procedures throughout **second shift** operations.
- Communicated incomplete runs, material shortages, and process issues during handoffs for clear incoming status.

PROJECTS

Specialty Product Separation Support 📅 2024

Supported organic, gluten free, and low sodium production runs through careful label checks, material identification, and separated staging. Clear documentation helped protect product status during line changes.

Cross Line Workflow Coverage 📅 2023

Provided coverage across processing and packaging stations as staffing and volume shifted. Practical handoffs kept materials visible, finished products organized, and production flow moving.

LEADERSHIP & AWARDS

- Recognized by line leadership for dependable shift handoffs and clear reporting of open production issues.
- Selected by peers for reliable coverage across processing and packaging stations during changing production needs.
- Commended for careful handling of specialty product materials and consistent attention to documented food controls.

EDUCATION

High School Diploma

Burncoat High School 🎓 GPA: 3.0 📅 2020 📍 Worcester, MA

Coursework: Food safety, workplace communication, mathematics, health science

CERTIFICATIONS

- Food Handler Certificate 📅 2024
- Food Safety Training 📅 2024

TECHNICAL SKILLS

- **Food Production:** Prepared foods, retail products, refrigerated meals
- **Material Handling:** Material staging, ingredient handling, packaging materials
- **Product Handling:** Finished goods, case organization, downstream movement
- **Line Operations:** Processing lines, packaging stations, line coverage
- **Food Safety:** Sanitation practices, food safety, allergen controls
- **Specialty Products:** Organic products, gluten free products, low sodium products
- **Quality Checks:** Label verification, product identification, process checks

- **Production Records:** Work instructions, production documentation, status notes
- **Shift Coordination:** Shift handoffs, line changes, operator communication
- **Manufacturing Workflow:** Staging areas, product flow, scheduled runs

PROFESSIONAL AFFILIATIONS

- Food production team collaboration across processing, packaging, staging, and finished product handling functions.
- Second shift operations partnership with line operators, leads, and incoming production personnel.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST