Process Cheese Cooker

Bothwell Cheese Inc

Job ID
49987

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LOCATION	DATE POSTED	EXPIRY DATE
6451 Portsmouth Road, Nanaimo, Nanaimo, BC | British Columbia	01-05-2026	26-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD $23.54	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Business Name: Bothwell Cheese Inc

Title: Process Cheese Cooker

Number of Available Positions: 1

Terms of Employment: Permanent, Full-Time (30-40 h/w)

Wage: $23.54 per hour plus $1,000 annual bonus

Benefits: Disability Insurance, Dental Insurance, Employer-provided Pension, Extended Medical Insurance

Language of Work: English

Work Location: Nanaimo, BC

Company Profile:

Paradise Island Foods Inc is a family-owned food production company based out of Nanaimo, British Columbia, Canada. Since 1978 Paradise Island Cheese prides itself in providing all natural and organic cheese varieties, as well as an extensive line of bakery, foodservice and industrial cheese varieties. In the facility we now run 3 production lines that cut, slice, shred and package natural cheeses and manufacture cheese alternatives/processed cheese.

We are seeking a competent Process Cheese Cooker to join our production team. The successful candidate will contribute to the efficient manufacture of processed cheese products in a fast-paced food production environment while supporting the company's commitment to quality, food safety, operational excellence, and continuous improvement.

Job Description

Job Duties and Responsibilities:

- Review the daily production and cooking plan provided by the supervisor.
- Select, gather, weigh, and prepare ingredients required for the scheduled processed cheese recipe.
- Set up the cooker, grinder, tables, scales, utensils, and other related production equipment before production begins.
- Check and verify that scales and required equipment are working properly before use.
- Follow established cooking procedures, recipes, production standards, and Good Manufacturing Practices.
- Operate and monitor cooking equipment during the processed cheese production process.

• Observe product consistency, cooking times, temperatures, and production flow, making minor process adjustments where appropriate and reporting any concerns to the supervisor.
• Sanitize food-contact equipment, utensils, tables, and work areas before, during, and after production.
• Ensure all required forms and production records are completed accurately throughout the shift.
• Communicate with the supervisor at the beginning, during, and end of the shift regarding production progress, quality concerns, equipment issues, or other operational matters.
• Maintain a clean, organized, and safe work area in accordance with company procedures and food safety standards.
• Assist with production line tasks as required, including handling ingredients, moving materials, and supporting other team members during production.
• Follow workplace health and safety procedures and report any hazards, equipment concerns, or quality issues to the supervisor.
• Perform minor equipment adjustments during production as required and promptly report equipment malfunctions or maintenance needs to the supervisor.

Employment requirements:
• Completion of secondary school.
• Minimum one year of experience as a food-processing machine operator, production cook, batch cook, or in a similar food-manufacturing position.
• Experience operating cooking, mixing, blending, grinding, or related food-production equipment.
• Experience in processed-cheese or dairy manufacturing is an asset.
• Knowledge of food-safety, sanitation, and Good Manufacturing Practices.
• Ability to follow recipes, production instructions, and quality-control procedures.
• Ability to accurately complete production records.
• Flexibility to work early mornings, evenings, weekends, and holidays as required.
• On-the-job training will be provided on the employer’s specific equipment, recipes, production procedures and workplace policies.

Your Skills:
• Ability to work independently and as part of a team in a busy production environment.
• Strong attention to detail and ability to complete production records accurately.
• Good communication and organizational skills.
• Good physical stamina and ability to stand for extended periods, perform repetitive tasks, and handle production materials as required.

Contact information/how to apply:
Email resume to: bothwellcheese2026@gmail.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.

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