

Berber Food Manufacturing
Mi Rancho
Elk Grove, CA

JOB DESCRIPTION

Job Title: Production Manager
Status: Exempt, Full Time
Reports to: Director of Manufacturing
Direct Reports: All Production Staff & Team Members
Indirect Reports: Supporting Department Team Members during off shifts.
Effective Date: July 1, 2022

Role: The Production Manager will oversee the production process and coordinate all activities to ensure enough resources on hand. They will plan workers' schedules, estimate costs, and prepare budgets to ensure workflow meets required deadlines. The Production leads and counsels their Production Supervisors and leads as needed and prepares/contributes to team members' employee evaluations, performance, and discipline. The production manager will ensure product demands are met while ensuring that food safety, quality and employee safety are not compromised. They will partner with Human Resources to plan and coordinate staffing needs and work closely with Safety, QA, Sanitation, Warehouse and Maintenance ensuring all supporting department activities meet production standards and goals.

Education & Experience:

- Bachelor of Science in Operations Management, Industrial Engineer, Business Administration, or related field and
- Minimum 6 years' experience in Manufacturing Management role.
- High School Diploma + 10 years Leadership Experience in Manufacturing may be considered in lieu of the above.

Minimum Required Qualifications:

- a. Must be bilingual (English and Spanish)
- b. Proficient in Microsoft office applications
- c. Ability to travel (air/car).
- d. Excellent Analytical skills
- e. Excellent leadership and conflict resolution skills.
- f. Effective communication skills and excellent interpersonal skills
- g. Ability to perform under stressful conditions/ stress management skills
- h. Probability and decision-making skills
- i. Attention to detail and high level of accuracy
- j. Effective organizational skills
- k. Honest, respectful, and trustworthy
- l. Possess cultural awareness and sensitivity
- m. Must be reliable, punctual and have schedule flexibility including working weekends and off-shifts as needed.
- n. Demonstrate sound work ethics

- o. Must be able to fulfill essential job function in a consistent state of alertness and safe manner.
- p. Must comply with company zero drug and alcohol policy
- q. Must be self-motivated and have the ability to work with little or no supervision.
- r. Must be able to work with and manage company confidential information.
- s. Valid CA Drivers' license and clean DMV record.

Minimum Required Qualifications:

I. Method of training: On the job training

1. Product quality. Processes and Procedures.
2. Production processes and procedures.
3. Raw materials specifications. (Corn, flour etc.)
4. Packaging materials specifications. (Boxes, bags etc.)
5. Reports (reporting accuracy and verification).
6. Sanitation processes and procedures.
7. Company rules and regulations.
8. How to operate a forklift and electric lift.
9. Technical training. Basic knowledge of equipment.
10. Will receive general training and orientation that will include;
 - Plant Safety and Emergency Procedures
 - GMP training and HACCP, SQF, NSF Training
 - Food Safety training
 - OSHA Required Safety Programs
 - Environmental Awareness Control and Recycling Program
 - Chemical training
 - First Aid training

II. DUTIES AND RESPONSIBILITIES:

1. Responsible for establishing production standards based on capacities and for overseeing that those standards are being met.
2. Responsible for developing procedures to ensure that all lines start on time.
3. Responsible for working with the Maintenance Department to ensure that all Production equipment is properly maintained, and that downtime is kept to a minimum.
4. Responsible for developing a training program for each position within the Production Department and for holding each position accountable regarding job performance.
5. Responsible for developing job descriptions for each position within the Department.
6. Responsible for developing procedures that will ensure that the product is manufactured Right the First Time.
7. Responsible for implementing the weight control program to ensure that yield standards are met.

8. Responsible for assisting the Production Planner so that production is scheduled in such a way that it maximizes each line to full capacity (products must be scheduled on the line in which they run most efficient).
9. Responsible for implementing waste reduction initiatives to keep waste to a minimum. The goal is to keep waste under 2% of total pounds packaged.
10. Responsible for developing and implementing procedures that will eliminate/reduce injuries in the Department. For implementing the Company's Safety program and assisting the Safety Coordinator to provide adequate Safety training, for instilling and developing a safe work environment and for holding people accountable when Safety violations occur.
11. Must assist the Purchasing Manager in developing and implementing production reports that will accurately measure productivity, waste, line efficiency, plant efficiency, RFT, yields, labor cost and materials cost.
12. Responsible for controlling and justifying Department costs such as Direct Labor (no overtime, no extra people etc.), Materials (no waste, high yields etc.) and Overhead cost.
13. Responsible for ensuring that finished product meets food safety standards.
14. Responsible for assisting in product costing by providing adequate and accurate information regarding labor crewing, production throughput, waste and yields.
15. The Production Manager is responsible to oversee all activity and for controlling all associated costs within the Department. Must ensure that communication is sound and effective between Supervisors, Machine Operators, and line personnel. Must promote positive employee relations, must ensure accountability, must constantly look for ways to reduce cost while promoting a safe and efficient operation.
16. Must be able to perform the responsibilities of the production planner during vacations and absenteeism ect.
17. Must work with WH department manager to assure raw material inventory is always accurate.
18. Must assure that machine operators and mechanics are always in constant communication to minimize machine downtime.
19. Must assure all TGI work orders are closed real time & with accuracy on raw ingredient consumption & Finish-goods inventory.
20. Must be able to perform and participate on quarter and annual inventory.
21. Must be able to learn how to operate and understand each piece of equipment to be able to assist and provide great direction to team when necessary.
22. The responsibility to "lead" the Production Department is a challenge that requires a 24 hour-7day commitment.
23. Other duties as assigned

III. Working Conditions:

1. A combination of sitting, walking, and standing, up to continual walking and standing on hard surface, climbing, and descending steps.
2. Will be exposed to cool and warm temperatures, and loud noise.
3. Climb up and down stairs, stoop, pull, reach, push, and bend body.
4. Lifting, pushing, pulling up to 30 lbs.
5. Prolonged hours in front of a computer or desk station.

6. Less than 20% travel.

Job Description is not complete and is subject to change.

Date of review: _____

Production Manager: _____

Director of Manufacturing: _____