**The Lebermuth Company**

**Job Description**

**Job Title**: Production Manager **Department**: Manufacturing

**Reports to**: Plant Manager **FLSA Status**: Exempt

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| **Summary:** |

Responsible for the management of the Production Department to ensure the efficient production of highest quality product at the lowest cost in meeting customer demands. This position is accountable for production management including planning and executing activities necessary to meet order requirements. The role contributes to company profits by setting high standards for quality, safety, cost control, and employee involvement while supporting Continuous Process Improvement initiatives. Reports operating results to Plant Management and works to streamline production efficiency with an emphasis on quality, safety, and improved results monthly.

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| **Essential Duties & Responsibilities:** |

* Manages Leads with direct supervision responsibilities for 30-40 employees in Production and support areas. Is responsible for the overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
* Report to the Plant Manager and serve as a key member of the leadership team
* Partner cross functionally with Production Planning, Quality Control & Assurance, Regulatory, Warehouse/Inventory, Product Development, IT, HR, Finance, and Sales/Customer Service to maximize efficiencies and output of high quality product in a safe manner
* Collaborates with the Plant Manager to plan, establish, communicate, and execute measurable production and cultural goals and objectives in support of Plant Operations
* Coach, mentor and develop leaders and assess and create plans to grow the skills and competencies of frontline employees to meet current and future business requirements
* Ensure that planned efficiency and production/shipping numbers are attained or exceeded to ensure customer demand can be fulfilled on time
* Monitor and track planned/unplanned downtime and partner with Quality and Maintenance to minimize occurrences to maximize productivity
* Support, and comply with all quality management systems, continuous improvement programs, food safety, employee safety, preventative maintenance programs and legality
* Contribute and monitor action plans that support the resolution of issues effecting performance
* Facilitate the use of continuous improvement methodologies and projects to improve and streamline production processes
* Participate in projects including workforce planning, budgeting, new product launches, equipment installs or upgrades
* Participate in audit activities and ongoing efforts to ensure compliance to internal and external standards, including SQF
* Install measurements systems that provide an ongoing real time status towards achieving the day-to-day requirements
* Leads and coaches a production team towards delivering the required results while balancing individual and team needs
* Act as the change agent that moves the organization towards the expected culture. Ensure specifications meet customer’s requirements and that plant efficiencies and production schedules are met
* Ensure facility complies with all local, state and federal regulatory requirements involving food safety and environmental concerns
* Coaches Supervision towards solving every day operational problems. Install sound problem solving tools and systems
* Model the behavior necessary to solve immediate problems quickly and effectively through the teams
* Be the standards keeper and develop standardized work plans
* Be part of the working committee in SQF, GMP and Lean Manufacturing for continuous improvement initiatives
* Responsible for training team members on the SOP’s pertaining to their job functions; and ensuring team members are up to date on all required training
* Coaches the production team towards common objectives
* Accountable to monthly financial objectives and results
* Develop sound individual developmental plans for the production team
* Achieve technical mastery of the production process. Anticipate problem issues before they arise and take corrective action
* May participate in teams to better understand and meet customer needs and operate facility more efficiently
* Develop and conduct effective employee training programs. Promote high performance teams and continuous learning of staff resulting in a flexible and agile workforce
* Continually strive to promote a safe food culture, ensuring the production and shipment of safe quality food products
* Other duties, as assigned to meet business needs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| **Supervisory Responsibilities:** |

This position manages four Leads with direct supervision responsibilities for 30-40 employees in Production and support areas.

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| **Qualifications:** |

Education and/or Experience: Bachelor’s degree in Industrial Engineering, business manufacturing or related field with 5 to 10 years’ production experience within food/beverage manufacturing with five or more years of experience in a team leadership capacity. Prior experience in the consumer products industry or food and beverage with familiarity with quality and hygiene regulation desired. Knowledge and exposure to TPM, Six Sigma, and various problem-solving methodologies. Solid understanding of production processes, preventative maintenance and budget management. Demonstrated track record of leading, training, motivating, coaching and developing individuals and teams in a manner consistent with our culture. Experience with capital investment. Working knowledge of budgets and financial statements. Strong knowledge of all governmental regulations concerning the operations, e.g. OSHA, FDA, HAACP, DSHS as well as good manufacturing practices for food processing facilities. Familiarity and experience in SQF principles. Familiarity with mechanical functions of all machines/equipment. Background with manufacturing methods, process/continuous improvement programs and procedures, and quality management systems required.

Language Skills: Ability to communicate effectively with the ability to influence change and encourage action.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Solid problem-solving abilities with the ability to coach and mentor others in this capacity.

Computer Skills: Strong working knowledge and experience with Word, Excel, PowerPoint, business management software and production monitoring systems.

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| **Physical and Sensory Demands:** |

* Standing and walking throughout each shift
* Minimal periods of sitting
* Lifting/Moving up to 75 pounds occasionally during each shift
* Occasional moving of 400+ pound barrels and totes with assistance (i.e. drum carts, forklifts)
* Frequent/Daily use of vision abilities for close, distant, peripheral, depth and color recognition, with the ability to adjust focus
* Manual dexterity to type on computer keyboard, and to operate office and distribution center equipment
* Frequent use of hands and fingers to handle, reach, grip, grasp and twist
* Frequent need to kneel, stoop, bend and crouch
* Occasional need to climb stairs

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| **Competencies:** |

* Analytical – Integrates complex or diverse information; uses intuition and experience to complement data; designs work flows and procedures
* Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions
* Project Management – Develops project plans; communicates changes and progress; completes projects on time and on budget; manages multiple projects and initiatives on tight deadlines and delegates accordingly
* Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills and effectively presents information and responds to questions from owners and management teams
* Written Communication – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals
* Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; able to build morale and group commitment to goals and objectives
* Planning/Organizing – Proven competency in supervisor activities which require conflict management, developing subordinates, directing subordinates, managing and measuring performance, motivating, building team spirit and morale, and understanding diverse viewpoints; prioritizes and plans work activities; uses time efficiently; sets goals and objectives
* Professionalism – Treats others with respect and consideration, regardless of their status or position; reacts well under pressure; accepts responsibility for own actions; follows through on commitments; builds relationships with the ability to partner internally and externally to achieve results
* Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
* Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; responds to potentially unsafe conditions
* Attendance/Punctuality – Consistently at work and on time; ensures work responsibilities are covered when absent; commits to long hours of work, when necessary to reach goals
* Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work

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| **Work Environment:** |

* While performing the duties of this job, the employee is regularly exposed to various product scents
* Temperature of the work environment fluctuates with changes in the seasons
* The noise level is usually moderate
* Work schedule is generally 1st shift Monday through Friday, but may vary (including evenings and weekends) to ensure business and customer needs are met