|  |  |  |
| --- | --- | --- |
| Date Completed: 02/09/2018 | | Location: 184 Bryan Blvd  Shannon, Mississippi 38868 |
| Title: Production/Bakery Manager | Department: Ready Bakery | |
| Exempt Status:  Yes  No | Position Status:  FT  PT  Casual | |
| **Summary/ Objective:**  This is a direct report to the Plant Manager. This position requires very good interpersonal and communication skills, someone who can communicate effectively with both subordinates as well as senior management. This position has complete oversight of the operation and effectiveness of all bakery operation and other operations within the facility.  **Primary Job Responsibilities Include:**     * Responsible for the timely completion and accuracy of all bakery production, (HACCP) and production records. * Oversees the actions of Production Assistant Supervisors and all department leads. * Ensure that weekly production schedule is met. * Has full responsibility for the shifts production rates and product quality scores. * Oversees implementation of all factory workers compliance to GMP Food Safety Policies and Procedures. * Works closely with Quality Assurance to make certain that quality levels are maintained. * Oversees implementation of production team’s compliance to all company safety policies. * Communicates closely with all other area managers to ensure to ensure a quality product is being produced * In the absence of upper management, will follow company protocol and enforce disciplinary action to subordinates.   **Other Duties**  Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. | | |
| **Job/ Physical Requirements:**   * Occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl * Frequently lifts up to 20 lbs. * Occasionally lifts up to 50 lbs. unassisted * Able to work in a high speed, high temperature (90+F) and congested work environment. * Able to work overtime and the weekends as required. * Perform quality work within deadlines with or without direct supervision. * Work effectively as a team contributor on all assignments. * Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. | | |
| **Qualifications:**   * Minimum of 3 – 5 years of supervisory experience in a plant operations and/or bakery environment. * Excellent written and oral communication skills * Computer proficient * Detailed knowledge of the entire bakery process and/or plant operations * Ability to problem solve, multi-task, and communicate effectively with both subordinates as well as senior management * Ability and willingness to get AIB certification in bakery operations within the 1st 18 months | | |