



JOB DESCRIPTION

Production Manager

Summary

This position is responsible for the management of daily production cycle, ensure quality and quantity of products, while meeting of company standards of excellence. This position reports to the Director of Operations.

Essential Job Duties

- Responsible to ensure the operation of the facility in processing the raw product (sugarbeets) into the final product (sugar) and by-products (pellets, molasses, betaine, CSB) following regulatory rules, SQF, GMP + B2 and FAMI QS guidelines.
- Manages inventory, storage, and shipment of all production products.
- Leads plant and supervisory staff in planning for and addressing plant operations problems, process changes and the establishment of operations parameters.
- Hire, fire, train and perform evaluation for personnel.
- Recommends efforts related to the identification of plant improvements and capacity expansions.
- Evaluates, selects and manages inventory of processing materials.
- Ensure efforts in planning and monitoring budgets plus forecasting crew sizes.
- Ensure updated operation procedures for every process, and training of all personnel.
- This position participates in several manufacturing committees, including but not limited to, the Food and Feed Safety and Quality Committee, Factory Operations Committee, Safety Committee, Project Review Committee, Crisis Management Committee, Chemical Committee, and Food Defense Team, as assigned by leader.
- Partner with other managers, and work closely with Maintenance Manager to ensure smooth operation and application of guidelines, policies and procedures.
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Bachelor degree in Engineering or related field or equivalent
- Extensive knowledge of the technical aspects of beet sugar manufacturing
- 10 plus years in manufacturing leadership positions.
- Strong physics and chemistry background
- Understand what is required of food manufacturing facilities by FDA including CFR's, OSHA, NDS DH, SQF, GMP + B2 and FAMI QS guidelines
- Strong leadership skills.
- Detail oriented with strong analytical and problem solving skills
- Strong Computer Technology skills.
- Good verbal, written and presentation skills.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Strong sugar manufacturing knowledge
- Excellent verbal and written communication skills
- Interpersonal skills
- Budget management
- Organization and time management
- Microsoft Office proficiency
- Leadership skills
- Conflict resolution skills
- Supervision skills

Physical Demands and Expectations

- Able to lift, bend, walk, climb stairs

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date

An Equal Opportunity Employer

This job description does not imply a contract of employment.

We reserve the right to modify this document at any time and for any reason as needed by Minn-Dak Farmers Cooperative.