



JOB DESCRIPTION

Title	Production Operations Manager
Departments	Bakery; Value Added Products; Fresh Cider; Fresh Fruit Packing; Packing Inventory; Selecting & Loading; Trucking; Food Safety
Reports to	Bill Suhr & Andrea Scott, Owners
Work Schedule	Monday, Wednesday-thru Friday 7:00 a.m. – 5:00 p.m. Sunday 8:00 a.m. - completion

Job Summary

To plan, organize and oversee production, packaging and transportation of the fresh apples and other products produced at the orchard. To ensure that all quality standards are followed, such as: Dept. of Health, GAP and HACCP standards. Oversee the following departments: Fresh Apple Packing, Sweet Cider Production, Shipping & Transportation and Food Safety

Responsibilities:

- Planning, coordination and control of manufacturing processes
- Organizing and adjusting production schedules as needed
- Assessing project and resources requirements
- Estimating, negotiating and agreeing budgets and timescales with clients and managers
- Cost of Goods Analysis and determining product pricing strategy
- Determining quality control standards
- Overseeing production processes in Sweet Cider, Bakery as well as Value-added products and the Packing Line
- Selecting, ordering and purchasing materials
- Selection and maintenance of production equipment
- Monitoring product standards and implementing quality control programs
- Liaison with buyers, marketing and sales staff
- Supervising, motivating and reviewing the work of a team of workers and identifying needs
- Working with managers to implement the company's policies and goals
- Ensuring health and safety guidelines are followed

- Inspecting food production equipment to ensure they are operational and in good working order for food processing.

- Ensuring compliance with all internal and external food production regulations and legislation.

Qualifications:

- A degree in Business/Management and/or 5 years' experience in production and related field
- A degree in mechanical and process engineering is desirable

Key skills:

- IT, technical and numerical skills
- Project management skills
- Organizational and interpersonal skills
- The ability to work under pressure and inspire and motivate a team of workers
- The capacity to grasp concepts easily and think critically and creatively
- Attention to detail
- Superior communication and information dissemination skills
- Strong negotiating and problem-solving skills

Working Hours: 40 – 50 hours per week. Extended hours may be required to meet deadlines or introduce new systems.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.
