

**Classification**

Exempt

**Reports to**

President

**Date**

08/19/2021

**JOB DESCRIPTION**

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**Summary/Objective**

The Production Manager is dynamic leader responsible for all aspects of the production department with a focus on continuously improving productivity, processes, and team skillsets through training, cross-training, and motivating the team. Communication is crucial across all departments for managing resources, scheduling, and customer expectations.

**Essential Functions**

- Promote employee safety and food safety, and act as a member of the Safety and Food Safety teams
- Oversee production team, production processes, and production scheduling
- Assess project and resource needs
- Set productivity goals for manufacturing lines
- Suggest process improvements for production quality and capacity
- Monitor production activities and adjust schedules for on-time delivery
- Ensure adequate staffing
- Evaluate machine resources to ensure efficient production and minimal downtime
- Organize equipment repair and routine operator maintenance
- Develop standard operating procedures and training documents to improve workflows and training
- Investigate and resolve production issues
- Ensure company procedures are being followed

- Assist in employee onboarding, performance evaluation, feedback, promotion, retention and termination activities

### **Competencies**

- Leadership and accountability
- Strong interpersonal communication
- Continuous improvement mindset
- Personnel development

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to allergens, moving mechanical parts and vibration as well as equipment. The noise level in the work environment can be loud.

### **Physical Demands and Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk, hear, and type. The employee frequently is required to stand, walk, sit, bend, stoop, push, pull, and reach. Lifting up to 50lbs infrequently.

### **Position Type/Expected Hours of Work**

This is a full-time position. Hours of work are Monday through Friday and Saturday as needed. Start time can vary between 5:00am and 7:00am. Both mandatory and voluntary overtime will be required to meet business needs. Schedule is subject to change with or without notice.

### **Travel**

Limited travel is expected for this position.

### **Education, Skills, and Experience**

- Bachelor's Degree in Business, Manufacturing, Engineering or related field, or equivalent combination of education and experience in a manufacturing setting
- At least 5 + years of experience managing employees within a production environment required
- Demonstrated success at first-line supervisory level or leading a small production operation

- Demonstrated sound executive judgment and keen business acumen that includes strategic thinking
- Proven ability to lead employees and ensure training and development is executed throughout
- Experience monitoring employee safety and food safety and promoting the importance of both
- At least 5+ years of experience monitoring production demands to execute the most efficient operations

### **EEO Statement**

Eillien's Candies, Inc. is committed to a policy of equal opportunity for all employees. It is the Company's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promoting and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military status, marital status, arrest or conviction record or any other discriminatory basis prohibited by state or federal law.

### **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 our without notice.