



JOB DESCRIPTION

POSITION TITLE: Director of Operations
DEPARTMENT: Glencoe Manufacturing

APPROVED BY:

DATE:

REPORTING RELATIONSHIPS:

POSITION REPORTS TO: General Manager

POSITIONS SUPERVISED: Harvest Floor Supervisor, Fab Room Supervisor, Building Maintenance Function

POSITION PURPOSE:

Manage and Lead the Harvest Floor and Meat Fab teams to ensure that tissue and meat customer orders are delivered on time and per product specifications. Also, support Tissue and Meat business growth by overseeing critical processes in Harvest Floor and Meat Fab operations.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Operations Management – Lead all areas of operations including Harvest Floor Team, Meat Fabrication and Maintenance function to meet customer needs and improve processes and procedures.
 - Promote and inspire a culture of high employee engagement and teamwork
 - Foster Continuous improvement efforts leading to increased efficiencies and throughput
 - Add new tools and processing equipment as needed for improving efficiency
 - Train and develop production teams
 - Provide a “Hands-on” management approach
 - Communicate effectively and routinely to employees
 - Develop annual budgets and track actual performance against the budget
 - Work closely with the farm management team to ensure timely, reliable, high-quality supply
 - Ensure strict compliance with quality and health and safety standards and expectations
 2. Business Growth – Assist in growing business segments at Glencoe site:
 - Work closely with Meat Sales function to grow this business segment
 - Assist Tissue team in growing this business segment, including shared resources and cross-training
 - Develop manufacturing processes that expand or improve our ability to meet customer needs
 3. Other management duties as required.
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QUALIFICATIONS:

EDUCATION/CERTIFICATION:

BS Degree in Life Sciences, Engineering, Manufacturing or equivalent

KNOWLEDGE:

Understanding of managing a facility that operates in a highly regulated manufacturing environment
Understanding of ISO 13485 Quality Management System preferred but not required
Understanding of USDA 9 CFR Chapter III preferred but not required

EXPERIENCE:

Minimum 10 years of experience in a leadership role in a highly regulated manufacturing environment (FDA, ISO or USDA).

Experience in an Abattoir and/or meat processing environment is preferred

Exposure to Commercial Hog farming/production is a plus

Exposure to Meat Sales is a plus

SKILLS AND ABILITIES:

- Ability to work independently and as part of a team.
- Work in a fast-paced environment where accuracy and efficiency are key components.
- Strong Leadership and Management Ability.
- Ability to relate and communicate with employees at all levels of the organization
- Ability to ensure quality product to our customers.
- Capable of establishing and measuring KPI's to drive performance improvement
- Capacity to take on expanded responsibilities in 6 to 12 months after starting

OTHER REQUIREMENTS:

PHYSICAL STRENGTH: Ability to lift and/or carry up to 50 lbs./22 kgs.

LANGUAGE ABILITY: Proficiency in English

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.