



## Job Description

**Job Title:** Process Improvement Manager  
**Department:** Packing, Loading, & Warehouse  
**Location:** Winona, MN  
**Reports To:** Production & Logistics Manager  
**FLSA Status:** Exempt

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### SUMMARY:

The Process Improvement Manager is responsible for ensuring quality product is packed and shipped in a safe and efficient manner. The position requires a good understanding of how to efficiently manage a packaged goods operation and a strong working knowledge of continuous process manufacturing and plant operations. The ability to work with plant management to identify equipment and systems that can be modified or applied to improve operation efficiency, product quality, or commercialize new products is key to success in this role. This work requires strong engineering and computer knowledge and strong leadership skills.

### QUALIFICATIONS:

To best be qualified for this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Identifies and implements changes in the operation to enhance safety, quality, efficiency, and promote continuous improvement.
- Identify and implement cost saving initiatives related to packaging processes, labor, efficiency, transportation, and storage.
- Analyzing existing systems and identify areas of improvement through process modifications.
- Developing plans for existing process improvement or new process installation including equipment selection, process flow, time studies, and equipment layout.
- Develop and track downtime reporting and trends associated with packaging.
- Developing operational standards for equipment and processes.

- Develops plans for efficient use of materials, machines, and employees.
- Works directly with Maintenance Manager developing efficient and effective repair and PM plan for department.
- Is an active member of the plant safety committee and reviews the safety-training program and recommends changes or additions.
- Assists in developing capital expenditure requests with ROI and justification
- Ensuring programs and mechanical devices are properly installed and used.
- Generating formal descriptions of operation for equipment and processes for use by programmers and automation experts for equipment controls.
- Partner with the PLW supervisors to direct work activities of employees in the packing, loading and warehouse departments in accordance with Company policies, principles, and procedures.

#### **SUPERVISORY RESPONSIBILITIES:**

Works directly with the Production and Logistics manager to assist in the leadership of supervisors in the packing, loading and warehouse department. Is responsible for assisting in the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

#### **EDUCATION and/or EXPERIENCE:**

- B.S. degree from a 4-year college or university, in a technical or engineering curriculum preferred and/or minimum 10 years progressive packaging experience in the food industry or bulk powders.
- Minimum of 5 years management experience preferred.
- Demonstrated experience working in a Lean, Six Sigma, TPM, or other CI Environment.
- Demonstrated ability to lead projects/teams.
- The ability to learn in-house software systems and utilize that knowledge effectively and efficiently.
- Proven track record of cost reductions and increased productivity.
- Experience in a union environment with strong labor relations skills is preferred.

- Well developed analytical and computer skills including knowledge of Microsoft Excel, Word, and Access.
- Ability to empower, supervise and direct a diverse workforce.
- Ability to develop, evaluate, train, and coach staff and associates.
- Strong communication skills and ability to build direct relationships with hourly associates while managing union contracts.
- Excellent organizational skills with a high degree of initiative and flexibility.
- Experience in holding employees accountable for working safely and providing a safe work environment.
- Proven ability to define performance measures directly related to business and hold people accountable for such.
- Proven ability to do financial analysis and review and analyze existing cost data.
- Must be comfortable at giving and receiving open feedback.
- Willingness to work flexible hours.
- Needs to be an independent worker and decision maker with self-initiative to carry out job functions.
- Possess strong technical skills, to troubleshoot mechanical problems and direct maintenance accordingly to set department up for success.

## **SAFETY**

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

## **LANGUAGE SKILLS:**

Excellent oral and written communications are required along with good presentation skills. Capable of following and communicating written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management.

## **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables at any given time.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb, or balance, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is essentially in a plant manufacturing facility. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles and occasionally exposed to high, precarious places. The employee will also be exposed to extremes in hot and cold. The noise level in the work environment is usually moderate. Hearing protection is required in certain areas of the plant.

## **FOOD SAFETY / SECURITY REQUIREMENTS:**

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality, and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of their work environment and prevent any accidental or intentional adulteration of the products produced at the facility.