



Job Description

Job Title: Packing, Loading, & Warehouse Manager
Department: Packing, Loading, & Warehouse
Location: Winona, MN
Reports To: Operations Manager
FLSA Status: Exempt

SUMMARY:

The Packing, Loading, and Warehouse Manager is responsible for ensuring quality products are packed and shipped in a safe and efficient manner. The position requires a good understanding of how to efficiently manage a packaged goods operation including an onsite warehouse for packaging materials and finished goods. Responsibilities include setting goals and strategic vision, budgeting, maintenance, and capital management, for the areas of responsibility.

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.

Directs work activities of employees in the packing, loading and warehouse departments to accomplish the scheduled packing and shipping activities as well as the cleaning responsibilities.

Is responsible for the development and support of the Continuous Improvement Process within the department including collaboration with the CI Manager.

Identifies and implements changes in the operation to enhance safety, quality, efficiency, and promote continuous improvement.

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 responsible for the safety performance of the department, ensuring man, machine and methods support a safe operation.

Directs staff in accordance with Company policies, principles, and procedures.

Reviews production costs, product costs, product quality, and monitors production and inventory control programs to maintain and enhance profitable operation of the facility.

Is actively involved in the budget planning, capital project planning and overall strategic planning for the facility.

Responsible for developing relationships with suppliers of materials and equipment to ensure efficient equipment operation.

Is an active member of the plant safety committee and reviews the safety-training program and recommends changes or additions.

Assists in developing and overseeing implementation of capital projects for the department.

Set and monitor department performance targets both short and long term.

Understanding of and utilization of industry quality standards (e.g. properly labeled bags, correct products on a pallet, pallets properly stacked, within date, etc.) defined within GFSI/ISO/GMP standards in accordance with standard operating procedures (SOP's).

SUPERVISORY RESPONSIBILITIES:

Leads supervisors in the packing, loading and warehouse department. Assists in supervising PL&W employees. 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 interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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.

Demonstrated experience working in a Lean, Six Sigma, TPM, or another CI Environment.

Proven track record of cost reductions and increased productivity.

Experience in a union environment with strong labor relations skills is preferred.

Strong knowledge of warehouse management systems.

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 hire, develop, evaluate, train, and coach staff and associates.

Effective 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 related to business and hold people accountable for such.

Proven ability to do financial analysis and review and analyze existing cost data.

Must possess the following traits: proactive, willingness to try new things, and change agent.

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, troubleshoot mechanical problems, and direct maintenance accordingly to set department up for success.

LANGUAGE 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, public groups, and/or boards of directors.

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 instructions 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 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. To ensure this, all employees are required to be trained in and adhere to the Good Manufacturing Policies 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 products produced at this facility.

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.

Revisions:

4/12/18 – Added created and revised dates.