



## Production Manager Position Description

POSITION DATA					
<b>JOB TITLE:</b>	Production (Packaging) Manager	<b>SUPERVISES:</b>	Production Supervisors	<b>LOCATION:</b>	Brockport
<b>DEPARTMENT:</b>	Production	<b>REPORTS TO:</b>	Facility Manager	<b>FLSA STATUS:</b>	Exempt
JOB SUMMARY					
<p>Under the direction of the Facility Manager, coordinates a three-shift, year-round frozen repackaging operation, ensuring the repackaging of safe, quality products within established cost standards and service levels. Participates in the facility safety program to direct and implement safety policies and programs to achieve established goals and provide a safe, efficient environment for all employees. Participates in the quality systems program to direct and implement quality system policies and programs to achieve the production of safe, quality products. Participates in the facility low-cost producer program to accomplish the short and long-range goals of the facility.</p> <p><i>Nortera Foods is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code. In the absence of the Production Manager, the Production Supervisors with assistance from the Quality Systems and Facility Manager(s) will ensure the integrity and adherence to the facility and regulatory food safety programs and all applicable sections of the SQF code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Lead and oversee the three-shift frozen repackaging operation, ensuring safe, efficient production that meets customer delivery requirements, quality standards, and cost targets.</li> <li>▪ Direct shift supervisors and production teams to drive operational performance, accountability, and continuous improvement across all repackaging lines.</li> <li>▪ Manage production scheduling to ensure on-time customer deliveries while maximizing labor utilization, equipment performance, and throughput.</li> <li>▪ Own and drive improvements in Overall Equipment Effectiveness (OEE) across all production lines by identifying and eliminating losses related to downtime, speed loss, and quality defects.</li> <li>▪ Establish measurable OEE improvement targets, track performance daily, and implement corrective actions to close performance gaps.</li> <li>▪ Lead structured problem-solving efforts to identify root causes of production losses and implement sustainable corrective actions to improve reliability and performance.</li> <li>▪ Establish a culture of continuous improvement by identifying inefficiencies, implementing process improvements, and applying Lean manufacturing principles to increase productivity and reduce waste.</li> <li>▪ Monitor and drive improvements in key performance indicators (KPIs) including OEE, labor efficiency, throughput, downtime reduction, scrap reduction, and product quality.</li> <li>▪ Collaborate closely with the Maintenance Manager to ensure equipment reliability, minimize downtime, and prioritize maintenance activities that support production throughput.</li> <li>▪ Provide leadership, coaching, and development for supervisors and production staff, including training, performance management, and daily operational feedback.</li> </ul>					



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- Conduct and manage performance evaluations, including daily feedback, merit reviews, and annual performance reviews.
- Serve as the Process Safety Management (PSM) Single Point of Ownership (SPO) for the facility, ensuring compliance with all regulatory and company standards.
- Ensure all operations are conducted in compliance with GMPs, food safety requirements, regulatory standards, and facility policies.
- Maintain strong cross-department communication, ensuring maintenance issues, operational challenges, and production priorities are effectively communicated and addressed.
- Provide operational expertise and leadership for equipment upgrades, process improvements, and facility changes that improve productivity and efficiency.
- Ensure production areas maintain high standards of housekeeping, sanitation, and operational discipline.
- Manage departmental resources responsibly by maintaining budget awareness and cost control while achieving operational objectives.
- Ensure timely and accurate completion of all operational and incident reporting.
- Coordinate staffing, scheduling, vacations, and coverage to ensure consistent operational support across all shifts.
- Actively promote and reinforce the facility safety culture, ensuring all work is conducted safely and in compliance with company, state, and federal regulations.
- Foster a positive and performance-driven work environment that encourages teamwork, accountability, and engagement.
- Immediately report and escalate any food safety, quality, or health & safety concerns to facility leadership.

### QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

- Computer Literacy: Microsoft Office, Facility Inventory System.
- Excellent organizational, and communication skills.
- Strong Written and Communication Skills.
- Strong leadership and Team Building Skills, (Coaching and Mentoring)
- Strong Problem Solving and Project Management Skills.
- Strong Mechanical Aptitude with Process Improvement Skills.
- Respectful, Approachable, Positive, and Community driven Business Ethics.

#### PHYSICAL DEMANDS

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

- Frequent lifting/carrying up to 15lbs. Occasionally up to 50lbs.
- Occasional pushing/pulling up to 40lbs.



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	<ul style="list-style-type: none"> <li>▪ Occasional bending, squatting, twisting, climbing, crawling, reaching,</li> <li>▪ Frequent dexterity, standing, walking, sitting, typing</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light</p>
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Normal office environment</li> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>
<b>EXPERIENCE</b>	5-8 years of progressive management experience
<b>EDUCATION</b>	Associates degree in Food Technology or related field with additional experience in Operation Management

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Bonduelle reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*