

APICDA

Production Manager (BPS)

Company/ Dept./ Location: AJV/ Ops/ False Pass

Job Status: Regular - FT

FLSA Status: Exempt

Reports To: BPS Plant Manager

Grade/Level:

Amount of Travel Required: 0-5%

Work Schedule: Varies

Positions Supervised: Seafood processors, leads, foremen, sanitation crew

Anticipated Production Schedule:

- On location (False Pass), 5 Months
- Off Site (Home), 5 Months
- Anchorage, 30 days, as needed.
- Off Time, 30 days.

POSITION SUMMARY

The Production Manager is an important position in seafood operations, having responsibility for all production aspects of the BPS plant. The position will oversee the day to day production operations of the seafood processing plant.

ESSENTIAL FUNCTIONS

- Organizes and manages all backload and offload operations with crew, this includes fish offloads and freight.
- Enforces and practice all OSHA, DOL Wage and Hour, Good Manufacturing (GMP), Hazard Analysis Critical Control Points (HACCP), Food Safety and Sanitation (SSOP) regulations and requirements.
- Supervises, leads and manages seafood processors, leads, foremen and sanitation crew
- Informs management of plant equipment and maintenance needs and repairs.
- Conducts and organizes pre-season preparation and post-season clean-up of the seafood processing plant.
- Assists Plant Manager and HR with processor recruitment and retention.
- Assists Plant Manager and General Manager with budgeting and product sourcing.
- Schedules daily production operations and ensures that product is produced to specification efficiently with an emphasis on food quality and safety.
- Performs written evaluations of Processors at the completion of each individual contract.
- Assists department with off season strategic planning.
- Acts as first respondent to issues concerning bunkhouse etiquette and emergency situations.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

Communication Skills: Successful candidate must have excellent oral and written communications skills. Position will require frequent preparation and delivery of detailed plans and proposals. Strong communication/interpersonal skills with emphasis on decision-making, conflict management, and teambuilding and teamwork. Must have ability to develop work plans, work effectively as a team leader, report on status of projects, and represent the team in meetings and/or with the client, and be able to coordinate issues identification and resolution between clients and the development team.

Accountability: Ability to plan, organize, measure, document and coordinate multiple tasks to deliver the budget for product line, revenue and profit.

Organization: Must display excellent time management, as noted by determination of the appropriate allocation of time; space management as displayed by effectively managing the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment, etc.); and task management through the balancing of conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines

Business Understanding: Demonstrates an awareness of fundamental APICDA business principles as well as an understanding of the overall fishery and community development industry.

Team Player: Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.

Judgment: Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction. Swiftly refers problems/issues to the appropriate person(s) when necessary. Works effectively without constant and direct supervision or guidance.

Education

High school diploma or general education degree (GED). Possess/maintain a valid driver's license. Equivalent experience may be substituted on 1:1 basis for education requirement.

Experience

Minimum of two years' experience in a management capacity at a seafood processing facility.

SKILLS & ABILITIES

- Ability to multi-task and meet deadlines.
- Oral and written communication skills.
- Periodic lifting under 50 pounds.
- Understands automated fish processing equipment and capable of training as needed.
- HACCP certification preferred.
- Proficiency in computer systems related to company, plus office equipment.
- Ability to lift and carry up to 50 pounds.

Work Environment:

- Standing, walking, or sitting for extended periods of time.
- Climbing stairs to office.
- Working hours vary.
- Exposed to loud, cold, slippery, and wet conditions..

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I certify I have reviewed and been provided a copy of this position description for the position I am assigned.

Signature of Employee

Date

I certify the statements above have been explained to the employee and they have been provided a copy of this position description. I also certify that the statements above, to the best of my knowledge, accurately describe the position.

Signature of Supervisor

Date

Human Resources Use

Date Completed/ Updated: 3/17/15 By: Tracy Cripps

Update: 12/21/16, LBA