



Bay State Milling Job Description

Job Title: Plant Manager
Department: Core Wheat Milling
Reports To: Director of Manufacturing / Milling Operations
FLSA Status: Exempt
Date Revised: November 2, 2020

SUMMARY

The Plant Manager is responsible for implementing manufacturing strategies to ensure that the facility supports the Company's strategic initiatives. In addition, the Plant Manager is responsible for directing and developing the plant organization to ensure that employees are working safely, the operation produces quality products that meet customer expectations, financial targets are achieved and a culture of continuous improvement is established.

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

- Continually improve safety performance by leading a comprehensive safety education and training process.
- Ensure food safety through adherence with all quality policies and GMP programs. Improve housekeeping in all areas.
- Develop a high-performance team through education, training, coaching and teamwork. Responsible to assure that all members of the management team receive timely performance reviews with appropriate development plans.
- Responsible for the annual operating budget.
- Develop comprehensive and detailed productivity roadmap which supports meeting or exceeding the budgeted profit and productivity commitments. Leads the plant in continuous improvement initiatives such as Lean/Six Sigma, 4DX, 6S, Kaizen events, TPM and other lean manufacturing concepts.
- Develop capital plan and monitor spending. Write concise authorization requests.
- Promote, support and lead a maintenance excellence initiative.
- Engage in local government, business and community associations to help promote the Company's image.



- Coordinate all manufacturing activities with corporate departments. Monitor and sign off on monthly inventory reconciliations.
- Communicate with all plant personnel so that all goals, expectations and performance against plan are well understood. Encourage hourly participation and involvement to foster teamwork, ownership and employee satisfaction.
- Establish a culture within the plant that understands and supports Company values and code of conduct.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty with excellence. 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.

- Minimum 10 years operations management experience in a food processing and/or manufacturing company and successful experience directing plant operations. Experience with continuous improvement processes such as Lean/Six Sigma.
- Demonstrated leadership success in implementing and maintaining a strong system of continuous improvement resulting in improved efficiencies and cost reductions.
- Knowledge of labor laws. Experience in union and non-union operations.
- Strong focus on meeting customer expectations. Experience with assisting Sales in working with customers to help build strong relationships.
- Knowledge of governmental regulations such as OSHA, FDA.
- Business acumen; knows how businesses work; understands financial statements; knowledgeable in current and future policies, practices, trends and information affecting the business or organization.
- Good oral and written communication skills and an ability to develop concise and persuasive business arguments.
- Strong technical skills with the ability to conduct operational analysis in production environment.
- Interpersonal savvy- Relates well to all kinds of people at all levels in the organization.



EDUCATION and/or EXPERIENCE

Four-year college degree required, preferably bachelor of science in the areas of engineering, industrial management, business, or relevant field. Experience with a formal continuous improvement process.

PERSONAL QUALITIES/CHARACTERISTICS

Hands on leader who leads by example and listens well. Ensures that the appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with peers to accomplish work assignments; helps create and maintain effective working relationships.

Above all, possesses a solid, stable character and demeanor and demonstrates the highest ethical standards. Other important traits and characteristics:

- Has a great deal of personal initiative; self-driven, takes action, results oriented.
- Has a strong presence, projects confidence, stands up for own ideas but appreciative and receptive to other points of view.
- Is innovative and future oriented in thinking.
- Is straight forward and believable.
- Has the ability to communicate a sense of urgency.
- Is a skilled problem solver. Not afraid of conflict.
- Have strong analytical skills.
- Good organizational skills. Works in an orderly fashion.
- Is patient. Willing to provide guidance and support to help others work through and understand operational concepts and analysis.
- Is able to function independently and able to set priorities.
- Has a high degree of energy with an upbeat, can do attitude.

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.



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.*

- 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 finger, 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 50 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 an employee encounters while 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, containing various amounts of dust in the atmosphere, related to the cleaning and milling of wheat.
- Frequent contact with operational aspects of the plant site, plant-operating personnel, and lab and office employees is essential.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, and outdoor temperature, which will reach in excess of 100 degrees F.
- The noise level in the work environment will be in excess of 100 dB. 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 on 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 the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.