



## Bay State Milling Job Description

**Job Title:** Packaging Manager (Clifton, NJ)  
**Department:** PLW  
**Reports to:** Operations Manager  
**FLSA Status:** Exempt  
**Prepared By:** Plant Manager  
**Date Revised:**

### SUMMARY

The Packaging Manager will be expected to provide the department with leadership, direction, planning, supervision, technical support and assistance to ensure the safe and efficient operation of the blending and packaging areas. This person will ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity. This position is responsible for working directly with the mill, warehouse & loading and Customer Service on a daily/weekly basis.

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

- Spend 40% of time on the plant floor supervising blending and packaging operations, sanitary process workflow, equipment operations, and that food safety guidelines are being followed.
- Ensure AX activities are conducted properly and timely
- Daily supervision of packaging area to ensure target OEE and Efficiencies are achieved
- Responsible for developing pack schedule and tracking daily production
- Work with Master Scheduler to coordinate packing production
- Work with CS to ensure orders are being met and communicate any potential delays
- Initiate and lead continuous improvements activities to increase efficiency of packaging
- Coordinate with Maintenance Manager the maintenance activities needed for the department
- Work with Packaging Supervisor to implement operational processes to improve production runs, minimize change overs and prevent down time.
- Conduct usage analysis of ingredients and packing materials to determine reorder point
- Conduct overpack analysis to ensure bag weight policy is followed and prevent loss of product
- Responsible for ordering and receiving pallets, bags, ingredients and packing materials
- Responsible for managing rework inventory and coordinate proper disposition.
- Responsible for timely resolution of CERTs for the packing area
- Responsible for compliance and adherence to FS and QA programs and documentation for area



- Assists in developing and oversees implementation of capital projects for the department
- Active member of the plant safety committee, and reviews the safety-training program and recommends changes or additions
- Responsible for maintaining established programs within the Warehouse and Loading areas. These programs include sanitation of all areas of the warehouse, bulk loading, feed loading and associated grounds, training and enforcement of GMP's, HACCP program, safety, maintenance, cleaning procedures and Food safety program
- Oversee all packaging employees, including creating schedules, providing training, coaching and mentoring, and issuing corrective action when required
- Serve as back up for the Warehouse & Loading Manager

#### **POSITION REQUIREMENTS:**

- Knowledge of FDA, and Food Safety Plans (HAACP).
- Knowledge of sanitation in food processing.
- Excellent interpersonal and communication skills (written and verbal).
- Knowledge of food manufacturing and understanding of food safety & food processes.
- Knowledgeable of computer operations, able to use Word, Excel, Outlook, Power Point and Microsoft AX.
- Good relationship building skills.

#### **ESSENTIAL EDUCATION, SKILLS & ENVIRONMENT:**

- Bachelor degree preferred or A.A. degree from a two-year college or technical school, or have 5 years of working experience in a similar position.
- Minimum 5 years of food manufacturing experience in operations
- Demonstrated experience working in a Lean, Six Sigma, TPM, or other CI Environment.
- Proven track record of cost reductions and increased productivity.
- Experience in a union environment with strong labor relations skills is preferred.
- Proven ability to define performance measures directly related to business and hold people accountable for such.
- Possess strong technical skills, to troubleshoot mechanical problems and direct maintenance accordingly to set department up for success
- Ability to effectively communicate information and respond to questions from employees and customers, and to interact with other managers.
- Be able to stand and/or walk for extended periods of time



## **FOOD SAFETY / SECURITY AND QUALITY 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.