

POSITION: HARVEST MANAGER, Beef Processing (Bilingual Required)

SHIFT: Salaried - must be flexible

DEPARTMENT: Harvest

POSITION TYPE: Full-time; Salary

PAY RANGE: \$60K-70K per year

OBJECTIVE: The Harvest Manager in our beef harvesting facility will be responsible for the day-to-day Harvest line, including unloading cattle, knocking, skinning and full breakdown. The manager will oversee supervisors and ensure production goals are being met. The individual will assist in developing systems to ensure quality while improving plant efficiency. The manager must also be a strong leader with a high degree of ability to train and develop people. The manager will ensure that all company policies and procedures are followed throughout all operational activities in the facility to support and continually improve the company's quality, growth, and profitability.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Monitors all parts of Harvest (unloading cattle, knocking, skinning, breakdown,) by evaluating the product, administering correction actions as noted in policies and procedures for harvesting, coordinating production throughout the processing phase. Thus, coordinating with procurement, sales and logistics to manage the flow from the incoming of cattle to the outgoing of our products.
- Responsibilities include training employees; planning, assigning, and directing work; appraisal performance; disciplining employees; addressing complaints and resolving problems.
- Maintains food and work safety regulations as required by law and company policy.
- Manages the scheduling of production, sets work schedules and departmental goals/expectations.
- Provides leadership to employees through effective communication, coaching, training, and development.
- Maintains appropriate staffing levels by coordinating personnel to fill vacant/absent positions.
- Controls waste by minimizing products sent to inedible and providing sanitary working environment.
- Manages departmental procurement of supplies and equipment.
- Provides technical expertise to resolve production issues and creates and ensures corrective actions are implemented.
- Develops, analyzes, and presents reports, including but not limited to, forecasts, productivity, and safety.
- Audits product and employee safety throughout the shift.
- Speaks with personnel throughout shift to provide united working environment.
- Involved with all production planning and coordination to ensure orders are filled properly in a timely manner
- Responsible for maintaining the highest standards for all raw material and equipment – preparation for production readiness and inspection
- Ensures daily workflows result in meeting the production target for the day
- Issues instruction and training to ensure safety of all line workers and operators
- Communicate and implement changes with Quality Director and Technicians to ensure all sanitization requirements are met
- Responsible for and coordinates all employee safety programs to determine their adequacy including review of short- and long-term strategic safety planning and development.
- Maintain positive working relationships with peers, support staff and USDA.
- Works with all managers to perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
- Various other responsibilities as needed and determined by the Board and Management Team.

PREFERRED QUALIFICATIONS/SKILLS:

- Ability to write reports and business correspondence as well as present to large groups.
- Knowledge of meat processing and subsequent job specifications.
- Ability to build a team and promote a positive culture throughout the facility.
- Bachelor's Degree in a related field or minimum 2-5 years of food production management experience.
- Ability to maintain confidential information.

- Ability to make strategical, analytical decisions that positively impact the Country Butcher's business.
- Two years of supervisory experience.
- Project controls and tracking experience.
- Must have excellent verbal and written communication skills.
- Safety and quality management experience.
- Ability to effectively present information and respond to questions from customers, business partners, USDA, supervisors, and employees.