

## **Trazza Fine Lebanese Food Job Description**

**Job Title:** Production Manager

**Reports To:** General Manager

**Summary:** Directs and manages staff of 4-6 in fast paced production facility producing fresh hummus products, salads & dips, responsible for managing the manufacturing operations to produce products that meet quality, cost and service criteria, is accountable for maintaining food safety practices that meet the goals of Trazza Fine Lebanese Foods collaborate and coordinates between relevant departments including, distribution and management and implements production standards such as food safety by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Responsible for production forecasting and planning, ensuring Trazza meets our 100% fulfillment goal\*
2. Executes daily production & distribution of batch tickets.\*
3. Responsible and accountable for production department compliance with GMP's, SOP's and HACCP plans.\*
4. Supervises the daily flow of production and packaging, ensuring the highest degree of efficiency and quality by following established procedures and formulas/recipes.\*
5. Promotes a professional, productive, respectful, safe, and fair work environment.\*
6. Establishes and maintains a team that embraces high production levels and high commitment to quality\*
7. Ensures products produced meet all established specifications-including quality, packaging, and labeling.\*
8. Follows all established systems to maintain consistency and integrity of product.\*
9. Meets productivity and food cost goals.\*
10. Responsible for management and development of all staff in production department, through training, coaching, affirmation, and evaluation and corrective actions, when necessary, ensuring that all are reflecting company core values.\*
11. Leads and supports continuous improvement process.\*
12. Manages schedule effectively and within labor guidelines, adjusting as necessary.\*
13. Works with staff to successfully implement new menu items. \*
14. Holds staff accountable for meeting high-level food safety guidelines.\*

15. Suggests improvements and help change policies, procedures, systems, to improve overall functions.\*
16. Establishes clear goals and accountability to staff and provide performance feedback on a regular basis.\*
17. Maintains excellent communication and positive relationships.\*
18. Participates in food safety team meetings and audits.\*
19. Fosters a team environment that encourages and motivates all staff to perform at high levels and maintain a productive and positive place to work.\*
20. Responsible for a high degree of ownership.\*
21. Collaborates on special projects as necessary.\*
22. Identifies and works to solve problems.\*
23. Provides constructive feedback.\*
24. Participates in management meetings as necessary.\*
25. Establishes and follows through on as needed discussion with the packaging manager regarding recipe adjustment in an ongoing effort to reduce waste and leftovers. Example: the packaging manager notices we are having 15# of original hummus left over at the end of each packaging shift. The production manager adjusts the recipe after discussing with the packaging manager.\*
26. Ensures that all team members are up to par on personal hygiene habits, hand washing routines, and proper food handling habits.\*
27. Directs and aid in after shift cleaning and sanitizing of work and receiving areas.\*
28. Performs other duties assigned.

### **Supervisory Responsibilities:**

Directly supervises five to six employees in the Production Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications:**

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

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of spreadsheet software, internet software, and QuickBooks.

**Education/Experience:**

High school diploma or general education degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

Food handler's card

**Equipment:**

- Groen Kettle
- Alto Shaam Steamer
- Rational Combi
- UWE and OHAUS scales
- Bixer robot coupe blenders

**Knowledge, Skills, and Other Abilities:**

- Time management skills
- Oral and written communication skills
- Ability to train, advise, and evaluate staff

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, and taste or smell. The employee is frequently required to climb or balance and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus, and ability to see color.

**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.

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather), work near moving mechanical parts, and extreme cold (non-weather). The employee is frequently exposed to toxic or caustic chemicals, and extreme heat (non-weather). The employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.