



JOB DESCRIPTION Eden Organic Pasta Company, **Plant Manager**

MAJOR FOCUS

Reports to: General Manager Operations

- 1) Schedule, Manage, and deploy personnel as appropriate for circumstances.
- 2) Manage operations consistent with company programs, procedures, and good GMPs, compliant with applicable federal, state and local regulations as well as approved guidelines for worker and food safety.
- 3) Manage facilities, grounds and equipment maintenance.
- 4) Oversee quality and safety standards of finished goods.

DUTIES AND RESPONSIBILITIES

- A) Communication with manager/supervisor, EOPC staff, and outside parties relevant to the well being of the Plant.
- B) Follow directives of the General Manager of Operations.
- C) Establish daily work and routine schedules at the plant.
- D) Ensure that necessities required are on hand for operation and production needs.
- E) Constantly monitor, confirm, and improve AIB certification prerequisite programs and procedures.
- F) Oversee training, cross-training, and motivation of staff.
- G) Hold quarterly staff meetings.
- H) Update job descriptions and training at least annually, and as needed.
- I) Monitor and report staff job performance.
- J) Oversee proper execution of all programs and procedures.
- K) Update/improve operational programs and procedures as needed.
- L) Recommends to his manager operational changes and needs.
- M) Oversee and approve all departmental expenses and purchases.
- N) Maintain good relations with suppliers, customers, and staff.
- O) Maintain up to date information about local, state, and federal laws and regulations pertaining to all Detroit operations.
- P) Evaluate and make recommendations for equipment and logistic needs.

This job description is not intended to be all-inclusive or a complete

explanation. Employees will also perform other duties as assigned by immediate supervisor and management as required. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.

JOB REQUIREMENTS

- A) Five years of management or supervisory level experience in food processing.
- B) Good people skills and leadership abilities.
- C) Good written and verbal communication skills.
- D) Ability to handle multiple and concurrent tasks with confidence and poise.