

*Rejuvenate*

## **Job Description**

Position       **Operations General Manager**

Reports to      **President**

### **Guidance for Duties and Responsibilities**

1. With the Operations teams onsite and remote, oversee and manage multiple systems, projects, and their development.
2. Maintain and create documentation for processes and practices.
3. Hire, train, and develop personnel.
4. Delegate authority toward the best use of Company assets.
5. Schedule staff time and equipment use to accommodate necessities of the Company's material handling, storage, logistics, manufacturing, maintenance, and Safety, Quality, and Compliance work.
6. Oversee efforts toward efficient teamwork and productivity toward excellence in the results of Operations activity.
7. Interface with the other Eden Departments to achieve required outcomes, cooperation, understanding, and efficiency.
8. Oversee and refine processes, procedures, systems, and policies in harmony with Eden Foods mission.
9. Instill and inspire a 'continuous improvement' ethos in the personnel and systems engaged in Operations.
10. Anticipate and implement adjustments as needed.
11. Oversee the maintenance of up-to-date record keeping and data assemblies to meet legal and practical necessities.
12. Interface and improve relationships with outside companies for the Company.
13. Meet and update the Company President on issues on a routine basis.
14. Investigate and introduce process improvement measures and present suggestions/recommendations to management.
15. Planning and execution of enhancement in safety, efficiency, and productivity throughout Company operations.
16. Develop, direct, and synchronize the management and supervision of warehouse, transportation, and food production operations.
17. Maintain compliance with Company SOPs, procedures, and systems, in addition to federal and state regulations and guidelines.
18. Maintain rapport with and facilitate communication within the management team.
19. Maintain systematized and effective equipment maintenance programs.



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20. Develop and capture metrics data that shows productivity and quality results according to standards used by the Operations Group.
21. Determine personnel and equipment requirements for production work, anticipated volume, and the various product mixes and production lines.
22. Ensure safety first. Monitor OSHA and DOT standards for safety in our operations.
23. Maintain security procedures and policies in Operations.
24. Ensure weekly cycle-counts and quarterly inventories are accurate and efficient.
25. Investigate redlines to keep perpetual inventory system accurate.
26. Oversee and manage budgets.
27. Participate in staff relationship management with vendors and ensure communication channels are reliable.

### **Job Requirements**

1. Experience and education necessary to perform the duties and responsibilities of the position a food company.
2. Effective communication skills, written and verbal.
3. Knowledge of organic agriculture and food handling a plus.
4. Teamwork Orientation
5. Computer proficiency
6. Operational skills with a willingness to learn
7. Ability to professionally handle multiple tasks

This job description is not intended to be all-inclusive or a complete explanation of duties and responsibilities. Employees are required to perform duties as may be assigned. Eden Foods reserves the right to modify job duties and responsibilities as circumstances require. This job description does not constitute a written or implied contract of employment.