

Corporate Memorandum

Date: June 12, 2020
To: All Roastar Employees
Subject: Job Posting - **Production Manager**

The following posting will close 4:00 pm Friday, June 19, 2020
Applicants will be notified of their status by Friday, June 26, 2020.

POSITION SUMMARY: The Production Manager is accountable for directing and managing all Facility production operations with overall responsibilities for safety, production, and quality outputs, in accordance with Company policies and procedures. The Production Manager is responsible to develop, implement and measure the effectiveness of the Company's safety programs to ensure a safe and healthy work environment, maintain compliance and control costs.

WORK SCHEDULE: Full-time, Exempt; 1st Shift (Monday - Friday, 7:00 am - 3:00 pm), or as assigned by the General Manager.

ESSENTIAL RESPONSIBILITIES: The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

Production Management

- Follow and enforce all Company policies, rules and regulations.
- Act as a professional representative of Roastar, Inc. at all times.
- Follow and enforce all Company safety policies and safety procedures in order to maintain a safe work environment. Participate in company safety programs to achieve safety goal.
- Achieve production, on-time-delivery, and lead time goals, working closely with scheduling and other support functions.
- Drive factory productivity improvement and cost reduction to achieve company goals.
- Plan, coordinate and optimize machine & labor capacity based on sales requirements, working closely with Engineering and Human Resources departments to be proactive.
- Establish appropriate metrics to measure process effectiveness and plant results.
- Work with the Engineering and Marketing Departments throughout the product development and new material evaluation processes to assure manufacturing can successfully produce the new product or work with the new material.
- Work closely with Engineering Department to assure new machinery, tooling, processes, and cost reduction projects are fully implemented and achieve intended objectives.
- Work closely with Engineering Department, who currently manages the Maintenance & Equipment Development Department, to assure equipment is functioning. Work with Maintenance & Scheduling to assure PM program is being followed. Provide work direction to maintenance personnel regarding machine breakdown priorities.
- Participate in the Quality Corrective Action Process to assure customer satisfaction with our products.
- Develop a working knowledge of our APEX ERP system and enforce proper usage throughout the factory to support inventory accuracy, OTD, productivity, accurate manufacturing specs, meaningful comments by operators, etc.
- Analyze customer requests, primarily for delivery accommodations, and make decisions for their best resolution.
- Apply Lean principles in own work performance and drive Lean application in Company operations.
- Manage employee performance issues in compliance with Company policies and procedures, and ensure a fair, team-oriented workplace.

- Ensure the maintenance of departmental Good Manufacturing Practices (GMPs), as described in the Employee Handbook.
- Set and communicate clear performance expectations for supervisors, production employees and support staff and build team accountability for results.
- Develop, establish and implement long-term and short-term innovative strategies, Standard Operating Procedures (SOP), and operating policies to achieve established departmental goals and objectives.

Leadership & Team Development

- Encourage & lead with a positive, forward-thinking attitude.
- Embody Roastar's core values - Easy-Focused-Pioneering and influence others to follow.
- Build team accountability by setting clear expectations, engaging in open & honest communication, and collaborating to find solve issues.
- Provide coaching, guidance and development opportunities for supervisors and other direct reports.
- Represent Production in cross-functional project teams.
- Advocate for change when processes are lacking results; strive for improvements and encourage team involvement and insight.
- Drive continuous improvement/employee involvement culture

Administrative

- Maintain production floor organization and plant cleanliness (5S) among all production employees.
- Maintain direct report Time & Attendance system.
- Administer vacation scheduling process.
- Complete the annual performance evaluation of direct reports.
- Recommend salary adjustments, promotions, transfers and termination of employees.
- Control and minimize labor overtime.
- Recommend job elimination when appropriate.

POSITION REQUIREMENTS:

Education and/or Experience

- Minimum four (4) year degree required.
- Minimum five (5) years' experience in manufacturing management involving motivating, training, appraising and directing the efforts of staff required.
- Experience working with multi-department responsibility desired.
- Familiarity with Lean, Kaizen or Six Sigma concepts desired.

Specific Skills, Licensure and Certifications

- Utilize critical thinking and planning required to identify short-term and long-term needs.
- Read and interpret documents, such as policy manuals, procedure manuals, engineering drawings/specs and contracts.
- Advanced communication skills to include: person to person, large group presentation, written and phone.
- Ability to work with multiple priorities, prioritize and organize workload.
- Effective computer skills, including Microsoft Office Suite and ability to learn Company-specific systems, primarily APEX
- Work with multiple disciplines and create solutions to meet required deadlines.
- Develop project and daily task outlines: plan, organize, develop and implement programs, goals, objectives and procedures.
- Confidence and professionalism in representing the Company.
- Willingness to be a team player.
- Valid driver's license and proof of insurability.

Please submit a Job Posting Application to:
 Vicki Tessmer, Senior HR Generalist, Roastar, Inc.
 715-843-1988 or at vicki.tessmer@roastar.com

JOB POSTING APPLICATION
Production Manager

Name: _____

Date: _____

What is your current position?

Please list other positions you have held at Roastar and/or Wausau Coated Products, Inc.

Why are you interested in this position?

Can you perform the essential functions of the job for which you have applied? If not, please explain.

What skills do you have that would enable you to excel in this position?

As an employee, what would your supervisor say your three strengths are?

As an employee, what would your supervisor say your three weaknesses are?

Why are you interested in leaving your current job?

JOB POSTING APPLICATION
Production Manager

Check the most appropriate level of your computer experience:

	None	Beginner	Intermediate	Proficient
Word	0	0	0	0
Excel	0	0	0	0
E-Mail	0	0	0	0
Apex	0	0	0	0

Please give an example of a situation where you used your ability to work effectively and communicate with respect to other employees within the organization.

Please give an example of a situation where you used your ability to follow work orders regarding schedules, policies and safety procedures.

Please give an example of a situation where you used your ability to multitask, using learned knowledge to troubleshoot run ability and scheduling issues.

Please give an example of a situation where you used your ability to read and interpret documents and MSDS information in regards to your work area.

What are your expectations of this position?

Other Comments:
