



**Title:** Production Coordinator

**Reports to:** Plant Manager

**Job Purpose:**

**Leads and manages the resources of production team by employing strong technical skills and positive communication with team members in order to safely produce product that meets or exceeds quality specifications**

**Key Responsibilities and Accountabilities:**

- Management of all deboning operations, including processes, personnel, and equipment
- Conduct and document weekly meetings with each production shift supervisor and warehouse supervisor
- Participate in weekly meetings with plant manager, staffing, and production maintenance
- Be a member of the safety team by promoting safety in all activities and participating in the Safety Committee
- Maintain a skills assessment for all staff in production and warehouse departments to identify areas of growth and opportunity
- Assist supervisors in ensuring personnel are in the best position that suits their strengths and weaknesses
- Review weekly dashboard to identify strengths and weaknesses
  - Jointly develop strategies with supervisors by creating detailed action plans and follow-up
- Assist in scheduling production based upon production capabilities, customer demands, and supplier parameters
- Be available to relieve supervisors in production and warehouse departments
- Conduct employee reviews and provide feedback to allow growth and learning
- Promote personal and company image throughout the community

**Physical Requirements:**

- Prolonged standing and walking on concrete
- Repetitive hand, wrist, arm, and shoulder motions
- Prolonged exposure to cold working conditions
- Ability to lift 50 lbs
- Ability to climb steps