

### Summary:

Manage, direct, and coordinate overall production operations to meet established goals in safety, quality, cost, and customer service.

### **Duties and Responsibilities:**

- 1. Implement a safety culture and reduce workplace injuries through training and establishing safe work standards.
- 2. Standardize manufacturing methodologies and processes through the development and implementation of Best Practices and assure effectiveness through training and auditing.
- 3. Drive continuous improvement through the identification and successful implementation of projects focused on improving bottom-line performance of the manufacturing department.
- 4. Ensure that the responsibilities, authorities, and accountability of all direct reports are defined and understood.
- 5. Monitor production metrics (run efficiency, uptime, scrap rates, and machine utilization) and ensure they maintain or exceed established goals. Implement strategies to improve production operations in order to achieve these goals.
- 6. Coordinate the execution of production schedules based on sales requirements and plant capacity.
- 7. Confer with subordinates and other plant personnel to comply with federal, state, and local safety standards as well as those established by the company.
- 8. Perform managerial duties related to personnel decisions, including, but not limited to, writing and conducting performance evaluations, hiring, disciplinary and termination decisions, and work assignments.
- 9. Meet Pinnpack's GMP requirements.
- 10. Identify products and/or situations that are at risk of product contamination.
- 11. Identify products and/or situations that violate cleaning and pest control requirements.
- 12. Inform supervision of equipment in need of repair and avoid temporary repairs.
- 13. Ensure that any recent maintenance work has been cleaned and does not pose a risk to the product.
- 14. Visually inspect raw materials for contamination.
- 15. Inform quality about non-compliant product for segregation.
- 16. Ensure that no glass is brought into the premises.
- 17. Do not store products or production equipment directly on the ground.
- 18. Place products only in approved containers.
- 19. Do not use Pinnpack containers to store miscellaneous items.
- 20. Practice good hygiene and do not eat, drink (only water in plastic bottles is allowed) or use tobacco except in designated areas.



### Work Relationship:

Reports to: VP of Operations Supervises: Extrusion Supervisor, material handling lead, extrusion leads and thermoforming leads.

<u>Qualifications</u>: (These examples do not include all of the duties which the employee may be expected to perform.) To perform this job successfully an individual must:

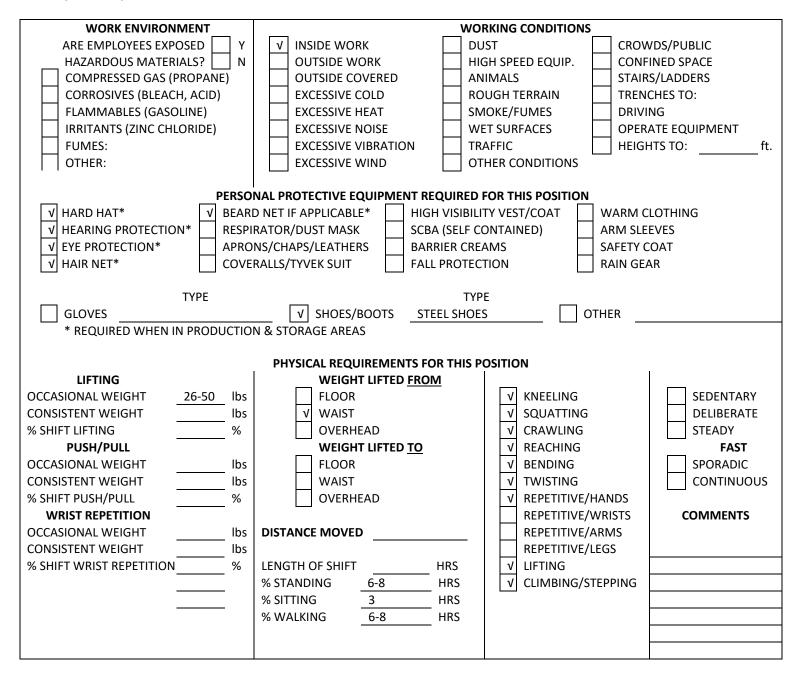
- Possess a high school diploma or equivalent.
- Have 5-years' experience in thermoforming and extrusion production processes.
- Have 2 years leadership and training experience.
- Have a strong sense of commitment and urgency.
- Have strong problem-solving skills.
- Have ability to influence all levels of the organization.
- Have leadership skills.

### This job may require:

- YES Driving of cars, trucks, forklifts or other equipment.
- YES Exposure to dust.
- YES Working at heights.
- NO Operation of foot controls or repetitive foot movement.
- YES Use of special visual or auditory protective equipment.



#### **Physical Requirements:**





### Product safety:

It is the intent, objective, and philosophy of Pinnpack Capital Holdings, LLC to produce safe, legal, and quality products. Pinnpack makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products. To ensure product safety, this position will:

- Adhere to Pinnpack's GMP requirements.
- Advise employees to Pinnpack GMP requirements and counsel them to comply with Pinnpack's product safety requirements and position specific product safety standards.

### Employee Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined.

Name

Signature

Date