

**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.



## JOB DESCRIPTION PRODUCTION MANAGER

**Work Relationship:**

Reports to: VP of Operations

Supervises: Extrusion Supervisor, material handling lead, extrusion leads and thermoforming leads.

**Qualifications:** (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.



# JOB DESCRIPTION

## PRODUCTION MANAGER

**Physical Requirements:**

<p><b>WORK ENVIRONMENT</b></p> <p>ARE EMPLOYEES EXPOSED <input type="checkbox"/> Y HAZARDOUS MATERIALS? <input type="checkbox"/> N</p> <p><input type="checkbox"/> COMPRESSED GAS (PROPANE) <input type="checkbox"/> CORROSIVES (BLEACH, ACID) <input type="checkbox"/> FLAMMABLES (GASOLINE) <input type="checkbox"/> IRRITANTS (ZINC CHLORIDE) <input type="checkbox"/> FUMES: <input type="checkbox"/> OTHER:</p>	<p><input checked="" type="checkbox"/> INSIDE WORK <input type="checkbox"/> OUTSIDE WORK <input type="checkbox"/> OUTSIDE COVERED <input type="checkbox"/> EXCESSIVE COLD <input type="checkbox"/> EXCESSIVE HEAT <input type="checkbox"/> EXCESSIVE NOISE <input type="checkbox"/> EXCESSIVE VIBRATION <input type="checkbox"/> EXCESSIVE WIND</p>	<p><b>WORKING CONDITIONS</b></p> <p><input type="checkbox"/> DUST <input type="checkbox"/> HIGH SPEED EQUIP. <input type="checkbox"/> ANIMALS <input type="checkbox"/> ROUGH TERRAIN <input type="checkbox"/> SMOKE/FUMES <input type="checkbox"/> WET SURFACES <input type="checkbox"/> TRAFFIC <input type="checkbox"/> OTHER CONDITIONS</p> <p><input type="checkbox"/> CROWDS/PUBLIC <input type="checkbox"/> CONFINED SPACE <input type="checkbox"/> STAIRS/LADDERS <input type="checkbox"/> TRENCHES TO: <input type="checkbox"/> DRIVING <input type="checkbox"/> OPERATE EQUIPMENT <input type="checkbox"/> HEIGHTS TO: _____ ft.</p>
<p><b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS POSITION</b></p>		
<p><input checked="" type="checkbox"/> HARD HAT* <input checked="" type="checkbox"/> HEARING PROTECTION* <input checked="" type="checkbox"/> EYE PROTECTION* <input checked="" type="checkbox"/> HAIR NET*</p>	<p><input checked="" type="checkbox"/> BEARD NET IF APPLICABLE* <input type="checkbox"/> RESPIRATOR/DUST MASK <input type="checkbox"/> APRONS/CHAPS/LEATHERS <input type="checkbox"/> COVERALLS/TYVEK SUIT</p>	<p><input type="checkbox"/> HIGH VISIBILITY VEST/COAT <input type="checkbox"/> SCBA (SELF CONTAINED) <input type="checkbox"/> BARRIER CREAMS <input type="checkbox"/> FALL PROTECTION</p>
<p><input type="checkbox"/> GLOVES _____ TYPE</p>	<p><input checked="" type="checkbox"/> SHOES/BOOTS _____ TYPE</p>	<p><input type="checkbox"/> OTHER _____</p>
<p>* REQUIRED WHEN IN PRODUCTION &amp; STORAGE AREAS</p>		
<p><b>PHYSICAL REQUIREMENTS FOR THIS POSITION</b></p>		
<p><b>LIFTING</b></p> <p>OCCASIONAL WEIGHT <u>26-50</u> lbs CONSISTENT WEIGHT _____ lbs % SHIFT LIFTING _____ %</p> <p><b>PUSH/PULL</b></p> <p>OCCASIONAL WEIGHT _____ lbs CONSISTENT WEIGHT _____ lbs % SHIFT PUSH/PULL _____ %</p> <p><b>WRIST REPETITION</b></p> <p>OCCASIONAL WEIGHT _____ lbs CONSISTENT WEIGHT _____ lbs % SHIFT WRIST REPETITION _____ %</p>	<p><b>WEIGHT LIFTED FROM</b></p> <p><input type="checkbox"/> FLOOR <input checked="" type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p><b>WEIGHT LIFTED TO</b></p> <p><input type="checkbox"/> FLOOR <input type="checkbox"/> WAIST <input type="checkbox"/> OVERHEAD</p> <p><b>DISTANCE MOVED</b> _____</p> <p>LENGTH OF SHIFT _____ HRS % STANDING <u>6-8</u> HRS % SITTING <u>3</u> HRS % WALKING <u>6-8</u> HRS</p>	<p><input checked="" type="checkbox"/> KNEELING <input checked="" type="checkbox"/> SQUATTING <input checked="" type="checkbox"/> CRAWLING <input checked="" type="checkbox"/> REACHING <input checked="" type="checkbox"/> BENDING <input checked="" type="checkbox"/> TWISTING <input checked="" type="checkbox"/> REPETITIVE/HANDS <input type="checkbox"/> REPETITIVE/WRISTS <input type="checkbox"/> REPETITIVE/ARMS <input type="checkbox"/> REPETITIVE/LEGS <input checked="" type="checkbox"/> LIFTING <input checked="" type="checkbox"/> CLIMBING/STEPPING</p> <p><input type="checkbox"/> SEDENTARY <input type="checkbox"/> DELIBERATE <input type="checkbox"/> STEADY</p> <p><b>FAST</b></p> <p><input type="checkbox"/> SPORADIC <input type="checkbox"/> CONTINUOUS</p> <p><b>COMMENTS</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



# JOB DESCRIPTION PRODUCTION MANAGER

**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