



F 5.3.1 JOB DESCRIPTION

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSITION: VP/ General Manager

DEPARTMENT: Administration

SUPERVISOR: President/ Owner

AUTHORITY TO: ☒ HIRE/ TERMINATE ☒ DISCIPLINARY ACTION ☒ PURCHASE ☒ LEAD CONTINGENCY PLAN

COMPETENCIES

Education

- Engineering or bachelor's degree

Training

- ERP (Enterprise Resource Planning)
- SQF (Safe Quality Food)
- 5 "S" Methodology Principles
- QMS (Quality Management System)
- GMPs (Good Manufacturing Practices)
- Human resources
- Management
- OEE

Skills

- Computer skills (Windows / Microsoft Office)
- Bilingual 80% (English and Spanish)
- Strong math skills

Experience

- 5 years minimum in a similar position
- Problem-solving methodology
- Ability to plan and coordinate on a large scale

ASSIGNMENTS/ ACTIVITIES

- Implement a plan for a safe, secure working environment
- Ensure all local, state, and federal laws are followed, including EEOC, environmental and OSHA policies and procedures
- Reduce both raw material and finished goods inventory
- Track efficiencies to maximize the use of limited resources
- Coordinate with all managers strategies for continuous improvement
- Track personnel movement to reduce turnover
- Lead effort for SQF implementation
- Confer with CFO to ensure plant resources are maximized in accordance with sales and finances
- Follow Company's Handbook policies to ensure a safe and healthy workplace

CERTIFICATE OF ACKNOWLEDGEMENT

I have reviewed the above Job description and certify that I understand and will follow accordingly and perform similar or other duties when requested by the department manager or managers.

Employee Name: _____

Date: _____



F 5.3.1 DESCRIPCIÓN DE TRABAJO

REV.: D
DATE: 07/12/2022
OWNER: Quality Manager

POSICIÓN:

DEPARTAMENTO:

SUPERVISOR

AUTORIDAD PARA: ☒ CONTRATAR/TERMINAR ☐ MEDIDAS DISCIPLINARIAS ☐ COMPRA ☐ GUIA DE PLAN PARA CONTINGENCIA

COMPETENCIAS

Educación

-

Entrenamiento

-

Habilidades

-

Experiencia

-

TAREAS / ACTIVIDADES

-

CERTIFICADO DE RECONOCIMIENTO

He revisado la descripción del trabajo anterior, certifico que entiendo, que seguiré como corresponde, y que realizaré tareas similares o de otro tipo cuando lo solicite el gerente o gerentes del departamento.

Nombre del Empleado:

Fecha: