



Job Title: Production Manager

Location: Hyde Park, MA (on Dedham line; near East St. / Canton St. exit off Rt. 128)

Department: Production

Reports to: Plant Manager

ABOUT DANCING DEER

Dancing Deer Baking Company has been in business for 18 years, and is recognized as one of the food industry's premier bakery and gift brands (selling all-natural and kosher-certified cookies, brownies, cakes and bakery mixes) in the specialty and natural products marketplaces, and in the direct-to-consumer and corporate gifting channels. Many of the Company's products have won national NASFT (National Association of the Specialty Food Trade) excellence awards, and have been recognized by The Today Show, Good Morning America, The View, New York Times and USA Today. Aside from the core baked goods business at Dancing Deer, the Company prides itself on being a mission-focused company that contributes to One Family, Inc. through its Sweet Home Project initiative, which helps provide scholarships for low-income and formerly homeless mothers and fathers to attend college and improve their employment opportunities.

POSITION OVERVIEW & RESPONSIBILITIES

The Production Manager will report directly to the Plant Manager, and must have the ability to plan, manage and direct the production team to manufacture foods that meet quality, efficiency and labor standards set by the Company, while operating within the guidelines of applicable USDA, FDA and MA BPH requirements. This individual must have experience in planning and scheduling daily, weekly and monthly production and possess superior communication and decision making skills. He/She must have the ability to motivate and train people of varying backgrounds and experience levels, be able to effectively interact with cross-functional managers, vendors, outside agencies and customers, and demonstrate solid analytical and problem-solving skills. He/She must have the ability to lead by involving others in the decision-making process, demonstrate a strong results orientation, have experience using ERP software and be a true-and-true team player

Duties and Responsibilities:

- Creates and executes master production plan on a monthly, weekly and daily schedule.
- Determines required weekly production levels and coordinates resourcing of raw materials, packaging and personnel to produce quality food products in compliance with company goals and objectives utilizing Microsoft Navision and other software tools.
- Supervises the entire day-to-day production operation under the guidance of the Plant Manager, and ensures the safe handling of food and Good Manufacturing Practices.
- Hires, develops and manages a team of supervisors and support personnel, and directs them in the execution of ongoing production plans, including maximizing the efficiency of production lines and the hourly workforce (both permanent and seasonal).



- Plans and directs the efforts of the Sanitation Department in the proper and efficient cleaning of the facility, processing equipment and office space.
- Ensures all production and operating activities fall within the guidelines set forth by the Dancing Deer Quality Control Department, USDA, FDA and Star-K. Acts as principle contact person for USDA, FDA, Star-K and third party auditors on production issues.
- Participates in the oversight and implementation of company wide safety program, and maintains employee safety and morale by creating a safe working environment in concert with other training programs directed by the Plant Manager and Human Resources.
- Actively participates in standardization, cost reduction, and establishing and controlling production conditions in order to satisfy customer and quality specifications.
- Determines and relates the needs and requirements of production to Procurement, Finance, Marketing, Product Development and Company Management, with an eye toward cost effective quality and process improvements in the production process.
- Plans and maintains optimum inventory levels to meet projected sales demands, while understanding cash flow implications, and ingredient seasonality and availability.
- Participates in the design, development and implementation of programs and procedures to maximize production, minimize waste and increase capacity, all while maintaining and improving ongoing product quality and integrity.
- Assists in controlling costs in raw ingredients, packaging, direct labor and operating expenses, while focusing efforts in achieving a just-in-time production formula.
- Works in concert with the Plant Manager to develop supervisory personnel and conduct internal audits to ensure compliance with FDA, OSHA, and other external agencies.
- Assists in the training and development of production personnel in areas of quality control, sanitation and Good Manufacturing Practices.

Knowledge/Skills:

- Able to work independently and prioritize in a high-volume food production environment.
- Able to be decisive in a fast-paced entrepreneurial environment where change is required.
- Significant experience managing multi-lingual employees in multiple production lines with the ability to lead others and work effectively with line personnel, managers and other governmental auditors and inspectors.
- Strong leadership skills, independent thinking, organizational and planning abilities, as well as excellent analytical and problem solving skills.
- Comprehensive knowledge of food manufacturing and the ability to create, execute and manage processes and procedures (e.g., USDA, FDA, HACCP, SSOP's)
- Experience with ERP software, Microsoft NAV experience is a big plus.
- Must be a team player with outstanding communication and interpersonal skills.
- Ability to build and maintain positive relationships at all levels of the organization.

Education/Experience:

- Bachelor's Degree in Food Science/Food Technology, Manufacturing or related field.



- Minimum of five years experience in Food Production environment, with at least three years in a supervisory/managerial capacity.

Email Resume and Salary requirements to Arlene.walsh@dancingdeer.com