



## **Assistant Manager, Operations – Manitowoc, WI**

### **GENERAL SUMMARY:**

Reporting directly to the Operations Manager, this position will be responsible for assisting in plant operational systems including acquisition of raw materials, product processing, quality assurance, shipping of quality-finished products as well as food and workplace safety. The position will also be responsible for overseeing the sanitation processes.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Maintain an open line of communication with all personnel.
- Supervise all areas of Lakeside's Plant operations.
- Require from employees the best possible job performance.
- Maintain the best possible work force.
- Inform the Operations Manager of all labor situations in the plant.
- Assist with the preparation of budgets and costs for plant operations.
- Request materials and labor necessary to maintain plant machinery.
- Maintain plant equipment in good working order.
- Assist in Engineering and supervision of all plant changes and additions approved by Plant Management.
- Cooperate with the General Manager to minimize cost whenever possible.
- Cooperate with General Plant Manager and Quality Control personnel to maintain a clean and orderly plant.
- Assist in production of product to Lakeside Foods quality standards in and efficient manor.
- Coordinate with all necessary personnel to establish an effective safety training program.
- Ensure all personnel maintain work area in a clean and orderly manner.
- Ensure all personnel follow Lakeside Foods established policies and procedures for their job as described in the training manual and orientation program.
- Notify General Manager immediately if any unsafe or potentially hazardous conditions are discovered and ensure action is taken immediately.
- May perform other duties as assigned by General Manager/Operations Manager.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

### **Knowledge:**

- A four year college degree is preferred or equivalent experience.
- Should have overall knowledge of plant operations and equipment. Previous experience in a supervisory capacity would be beneficial.

### **Language Skills:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

### **Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **TEAMWORK AT LAKESIDE (TAL):**

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.

## **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers.

**WORK ENVIRONMENT:**

- The noise level in the work environment may require personal protective equipment during production season.

**Interested applicants should contact:**

Lakeside Foods, Inc.  
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