



## Monterey Mushrooms / Amycel / Spawnmate

### **NOTICE OF SALARIED POSITION**

**October 31, 2011**

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<b><u>TITLE:</u></b>	Assistant Plant Manager
<b><u>LOCATION:</u></b>	Madisonville, TX
<b><u>REPORTS TO:</u></b>	Pat Hogan, Plant Manager
<b><u>DATE OF OPENING:</u></b>	Immediate

This is a full-time, exempt position.

#### **POSITION SUMMARY**

Assist the Plant Manager in all phases of production and operations: Spawn and CAC production, Quality Assurance and Maintenance, This position is responsible for aligning employees and engaging the department team to become a high performance team.

#### **ESSENTIAL FUNCTIONS**

- Oversee spawn production operations of the Cooking and Red Zone departments
- Assist production supervisors with employee counseling and discipline
- Maintain staffing and general organization of the operation to accomplish strategic goals
- Monitor Cooking and Red Zone departments' compliance of QA protocols
- Coordinate (with supervisors) raw material purchases to supply both plants
- Coordinate production schedules based on directives from management
- Conduct regular production meetings to increase communications with supervisors/managers
- Implement decisions produced from QA quorums and provide topics for discussion
- Ensure database is updated in timely manner
- Oversee the data input of inventory management to ensure it is done efficiently
- Assist with coordination and implementation of approved CARs
- Participate in product development program
- Assist Safety Coordinator with safety issues/concerns
- Maintain continuous communication with plant manager on projects and processing
- Conducts performance reviews for all direct reports

#### **QUALIFICATIONS KNOWLEDGE SKILLS AND ABILITIES**

- The candidate will have a minimum of five years supervisory experience in a manufacturing environment
- The ideal candidate will have prior management, leadership, coaching safety, training and development, problem solving, and time management skills
- Must have the essential skills to assist with scheduling, and manage daily plant production, develop, monitor, and maintain training plans and guidelines for safety, and provide supervision and leadership to maximize production and efficiencies
- Ability to work well under pressure in fast paced environment
- Ability to select and build high powered teams
- Must understand the company's policies and mission, and not only carry them out, but lead the employees to follow and understand their roles as it relates to the vision

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- Basically this role will do a little bit of everything. (And while they don't need to know how to perform every task,) they should know how to put qualified managers in charge of the respective departments.
- Lead by example, performing a variety of supervisory duties that can change on a daily basis
- Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.

### **EDUCATION AND EXPERIENCE**

- Prefer a four year degree in science, engineering or management
- Must have a minimum of three to five years supervisory experience working in manufacturing with line management
- Requires in-depth understanding of production administration functions including accounting, engineering and human resources

For additional information or to apply for this position e-mail [sayala@montmush.com](mailto:sayala@montmush.com)

Attention: Sylvia Ayala  
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San Juan Bautista, CA 95045

*All Salaried positions must be posted on the company bulletin board for a minimum of 7 days prior to external recruitments. External candidates must complete an employment application for consideration of the open position.*

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