

Harvest Community Inc.

Job Description: Production Manager

CORE VALUES: Understands and values the mandate, vision, and culture of Harvest Community Inc.

SUMMARY OF POSITION: Provides Production Management in the delivery of programs and projects for adults with intellectual disabilities. Holds primary responsibility for the smooth functioning of the production department and business office.

ACCOUNTABILITY: Reports to the Executive Director

DUTIES AND RESPONSIBILITIES:

- Liaise suppliers in procuring raw materials to make our products.
- Purchase all necessary supplies, in a timely fashion and in reasonable quantities, for the production of our products.
- Build and maintain customer relationships and follow up with customers who haven't ordered
- Using sales skills, procure new customers to purchase our products and services
- Be a role model and leader in the workplace (listen to staff concerns and provide feedback)
- Supervise Day Program Participants engaged in various work center projects and on outings
- Ensure materials, space and equipment are in place to safely and effectively produce and inventory saleable finished goods.
- Prepare all necessary paperwork for truck run deliveries.
- Receive quotes/pricing and, when approved by the Executive Director, order materials for assigned projects.
- Ensure working areas and equipment are clean, safe, and properly maintained for effective utilization and aesthetic enjoyment.
- Ensure adequate quality control measures are implemented and maintained.
- Ensure the work is presented in such a way that Day Program Participants can achieve success and satisfaction in their work. Where this does not appear to be the case, the Day Program Participants should be referred to the Program Manager for alternative activities or respite.
- Ensure all records, reports, and quotations approved by the Executive Director are completed as required.
- Train Day Program Participants and support staff as required:
 - Train new staff on production and transportation procedures

- Farm Equipment training for staff (getting them booked for certification and/or doing the safety and circle check trainings personally; provide manuals and document training)
- WHMIS
- Chemical Safety training
- Attend staff meetings and workshops as directed.
- Other related duties as required.

WORKPLACE HEALTH AND SAFETY:

- Be a health and safety leader in the workplace by modelling safe behaviours and adhering to policy.
- Ensure that regular (quarterly at minimum) OH&S meetings and inspections are being held.
- Ensure that all safety incidents and near misses are being accurately reported, investigated and documented, according to the timelines set out in policy.
- Must possess or be willing to obtain training in OHC Level 1&2
- Ensure sure tasks from health and safety inspections and audits are completed according to the timeline in the OH&S meeting minutes.
- Possessing a safety administrator and/or safety auditor/officer designations would be considered an asset.
- Ensure vehicle maintenance and documents are up-to-date (reviewing circle checks in SALUS, coordinating booking for maintenance)
- Prior experience in using the SALUS app would be considered an asset.

ADMINISTRATIVE:

- In coordination with the Production Assistant, perform reception duties, including answering the phone and greeting visitors in a professional and courteous manner.
- Processes incoming and outgoing mail
- Receive and review "office" e-mail and processes and/or distributes as appropriate
- Set up and/or maintains a complete (hard copy and electronic) office filing system, including administrative, governance, recreation, customer, supplier, technical and employee/HR files.
- Track project progress, deadlines, and assign duties (using software)
- Maintain an inventory of office equipment and supplies and purchase when needed
- Support staff with communication and public relations activities, including coordinating events and creating newsletters, etc.
- Maintain Board and Agency records, ensuring minutes of Board meetings are securely filed in the Minute Book in a timely fashion and electronic copy stored in approved location off-site.
- In conjunction with the Executive Director, ensure digital policy manuals are updated as necessary throughout the agency
- Research, compile, and analyze marketing and sales data or statistical other information as required

- Schedule meetings and manage the management team's calendar
- Maintain the highest standards of confidentiality and privacy as per the organization's policies.

FINANCE:

- In conjunction with the Production Assistant, prepare sales invoices, packing slips, bills of lading, labels and other related customer sales/shipping documents
- Prepare financial statements to track and report actual versus projected budget figures
- Perform required banking activities (accepting payments, deposits, CAFT, release payments, reconciliations , deposits, etc.)
- Review accounts receivables and accounts payables documentation to ensure accuracy. Notify Executive Director of accounts overdue 90 days or more
- Maintain petty cash system
- Drafts departmental budget for review
- Write quarterly and annual production and sales reports
- Coordinate audit activities

HUMAN RESOURCES:

- Assists in payroll preparation
- Maintains up to date personnel tracking (records of vacation leave, sick time, etc.)
- Attend meetings and training seminars as directed by the Executive Director
- Research and recommend funding sources

EDUCATION:

- Minimum of University Bachelor's Degree in Business Administration or another related field and a minimum of three years related experience in administration, sales or operations management.

SKILLS:

- Knowledge in payroll and bookkeeping
- Working knowledge of computer applications on P.C. and Mac including word processing, spreadsheet applications, project management software, multi-media applications and "Quick books" accounting .
- Effectively communicates verbally and in writing with individuals and groups establishes and maintains effective interpersonal relationships with individuals and groups
- Demonstrates dignity and respect when interacting with others
- Pleasant and professional telephone skills
- Customer service skills
- Ability to work with little or no supervision Professional application of confidentiality
- Ability to perform scheduled routines and set priorities with minimal supervision
- Demonstrated organizational skills and sound judgement

EFFORT:

- Kind, calm and willing to listen and take instruction
- Exceptionally organized and manages time well
- Interest in working with people with intellectual disabilities
- Multi-tasks with competing timelines
- Manages occasional unexpected and/or difficult situations with kindness and patience
- Demonstrates flexibility and deals with interruptions
- Handles office organization and work flow effectively and efficiently
- Demonstrates a good work ethic and job appreciation

REQUIREMENTS:

A valid Saskatchewan Driver's license

Must provide a Criminal Record Check with Vulnerable Sector Check prior to employment

Minimum three years' experience in office administration, sales and management

Must be bondable

Upon hiring, employee will be required to sign a Confidentiality Agreement