

## POSITION SUMMARY

**TITLE:** MANAGER AT PLANT  
**NON-EXEMPT** \_\_\_\_\_

**FLSA STATUS:** \_\_\_\_\_ **EXEMPT**

**DEPARTMENT:** BAKERY / COMMISSARY / DISTRIBUTION

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**PRIMARY FUNCTION:** Under Training Manager supervision, will perform routine tasks and procedures to provide our customers with quality products and good service and our employees with clean and safe surroundings in accordance with Bill Miller Bar-B-Q standards. Upon completion of the training program, you will have the skills and knowledge to exercise supervision of the plant.

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**REPORTS TO:** Training Manager at Plant,

**PUNCTUALITY:** Arriving to work early every day 15 minutes early

**DEPENDABILITY:** Being at work regularly as scheduled

**PROFESSIONALISM:** Presenting a well-groomed appearance which inspires confidence and sets an example with employees. No polished, sculptured or artificial nails are allowed; no jewelry of any kind except for a plain, smooth wedding band; no facial piercings of any kind; visible tattoos are allowed on hand, arms, neckline, behind the ear, etc. provided they are not obscene, offensive, or vulgar. Facial tattoos are not allowed. Employees must always maintain good personal hygiene.

**SKILLS:** Demonstrate proficiency in principles of leadership/management; basic routine tasks as it applies to daily operations; effective verbal and written communication; leadership and problem solving.

**ABILITIES:** Exercise considerable judgment and initiatives supervise and direct activities; communicate effectively, coordinate staffing schedule to ensure efficient production; instruct and train employees. Should always be cooperative and professional; maintain a good working relationship with co-workers and management; follow both written and verbal directives and assignments; work throughout different areas of the plant. Become familiar with the location of all equipment, storage areas, supplies, etc. Learn to use and operate all equipment proficiently and recognize emergency situations and summon help if necessary.

**BEHAVIOR:** Remaining calm, cheerful, and courteous even when exposed to stressful working conditions; displaying a positive attitude at all times.

**INITIATIVE:** Offering assistance to help co-workers complete their job assignments whenever possible.

**ADAPTABILITY:** Ability to accept constructive criticism, recognize mistakes and most importantly learning from them so as not to repeat them.

**TYPICAL PHYSICAL DEMANDS:** Requires full range of body motion, including, but not limited to walking, sitting, crouching, stooping, kneeling, squatting, crawling, twisting, stretching, pushing, pulling, manual and finger dexterity and eye-hand coordination. Requires ability to lift (approximately 10 lbs.) on a frequent basis and occasionally lifts items weighing up to fifty (50) lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions.

**TYPICAL WORKING CONDITIONS:** Frequent exposure to hot and cold areas; sharp objects, electrical hazards, wet and slippery floors, and other conditions in a plant.

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**REVIEWED BY:** Christina Paine, Director of Personnel  
10/7/26

**DATE:**