

Job Title: VP of Operations
Job Classification: Regular, Fulltime
FLSA Status: Exempt
Department: National Operations
Supervisory Responsibility: Yes
Reports To: CEO
Location: Westampton, NJ
Travel: 50%+

Job Summary:

As the VP of Operations you will be responsible for developing and supporting a global sourcing strategy to support the product development and bulk production execution of multiple categories that meet brand quality standards. This position will be reporting to the CEO. You'll be responsible for all aspects of the operation, including management of: the manufacturing facilities (daily floor management, people management, reporting and analysis, operational efficiencies, and future growth strategies), Supply Chain and Logistics Departments (Procurement: Food and Packaging, Logistics: Inbound and Outbound, and Planning Teams), Research and Development team (menu development and food Science), Building and Facilities Capital Planning, Food Safety and Quality Departments and Human Safety in conjunction with the HR team.

The VP of Operations will be adept at thinking strategically about how to improve current department structures to maximize success and how best to scale our operations in the future. You'll need to be able to independently create organizational plans and be comfortable communicating and advocating for change. You'll need to foresee changes required to support growth for both internal companies and external contract manufacturing customers. You'll need to assess current operations and figure out better, more efficient ways to operate and roll out plans for how to execute.

Essential Responsibilities:

- Manage and develop the national operations teams by conducting regularly scheduled meetings, timely performance reviews and effectively resolving performance issues and celebrate team members through recognition
- Direct and coordinate manufacturing national operations including product assembly and manufacturing, QA inspection, and warehousing to ensure products are delivered on-time and meet specifications
- Establish new and maintain existing KPIs to meet quality and cost standards
- Establish plans, budgets, and KPIs, allocate resources; review progress and make mid-course corrections
- Drive continuous improvement in all aspects of operations including, cost, throughput, safety, security, and quality
- Develop and improve personnel through effective hiring, training, performance evaluations, and discipline as needed
- Develop staff and help them expand their capabilities to work independently and take on new challenges and tasks

- Maintain positive employee relationships and communications with the workforce to support a work culture of high employee engagement
- Partner with the finance team to ensure costs and inventories are managed and controlled to improve the financial performance of the business.
- Understand and provide leadership support for a high-end safety and secure environment
- Build out the Capital Asset Management process and assess existing and future equipment operating reliability and perform routine repairs, adjustments, and malfunction troubleshooting.
- Complete training as assigned.
- Must follow company policies and procedures

Requirements:

- Minimum of Bachelor's Degree preferred
- A minimum of 10 years managing multiple facilities with the food manufacturing space
- Strong knowledge of food handling procedures and regulations
- Experience owning quality and efficiency and scheduling a workforce
- Demonstrated ability to effectively lead and facilitate cross-functional teams
- Demonstrated ability of managing cost performance, supply/demand forecasting and distribution execution
- Clear communication, verbally and written
- Ability to work in a refrigerated environment (-9°-42° Fahrenheit) for 8 or more hours and in some instances, in a dark environment. This includes executing assigned tasks in the freezer as needed
- Excellent computer skills
- Working knowledge of HACCP/GMP/SSOP/Food Safety/OSHA Human Safety rules and requirements
- Travel is required between the facilities and suppliers at least quarterly

Physical Activities:

While performing the functions of this job, the employee is regularly required to sit; frequently required to talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance and color vision. Must be able to work in an open office environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		x	x								
b. Walking	x										x
c. Standing	x										x
d. Bending	x						x				
e. Squatting	x				x						
f. Climbing		X	x								
g. Kneeling	x					x					
h. Twisting	x						x				
i. Lifting	x						x				

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING			
0-10 Pounds	10-15 Pounds	15-30 Pounds	50 or more Pounds
2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete a,b,c,d,e) <input type="checkbox"/> No			
2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2c. Simple Grasping?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2d. Power Grasping?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2e. Pushing Pulling?	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
2f. Fine manipulation:	Right Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand _____ Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

3. (a) Does the job require the worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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(b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the job require use of his/her feet to operate foot controls or for repetitive movement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Are there special visual or auditory requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: Visual: ability to read manuals, work in a dark environment, read signs with a close and distance vision, depth perceptions, color recognition and ability to adjust focus. Auditory: ability to hear noises, forklift, and machinery for safety purposes. Ability to work in a loud environment.
WORK ENVIRONMENT:
a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the employee exposed to fumes or airborne particles? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Chemical EXPOSURE RISK: (check the right category)

- Category I:** Tasks involve exposure chemicals
- Category II:** Job requires exposure to heat, gas, electrical
- Category III: Not a condition of employment**

The company is an equal employment opportunity employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor.

DISCLAIMER: Although **The Company** has attempted to accurately and thoroughly described this position, we reserve the right to change the same, including to change, add to or subtract from the duty's outlines, within the sole discretion of the company, at any time, with or without advance notice.