



## **Assistant Manager, Production Job Description**

Job Title: Assistant Manager, Production  
FLSA Status: Non-Exempt  
Status: Full-Time, 40 Hours/Week  
Pay Schedule: Salary  
Salary Range: \$43,680 - \$54,000  
Benefits: Health, Dental, Vision, Life, FSA, and Retirement Plan  
Department: Operations  
Reports To: Production and Training Manager

### **Job Summary/Objective**

Working under the supervision of the Production and Training Manager, the Assistant Manager provides direct support to Production Assistants starting 60 days after their hire and continues through end of employment. Primary responsibilities include managing daily production schedules for all components and finished goods and ensuring documentation for quality assurance is complete and accurate. Participate in continued learning through skills validation in phases 2 & 3 with hands-on and guided experiences.

### **Essential Job Duties**

- Works with the Production and Training Manager to ensure that program participants demonstrate fundamental job readiness skills, good manufacturing practices and behaviors while working in the production environment.
- Serves as role model for proper workplace behavior and conflict resolution.
- Implements the production schedule as determined by Production Manager and manages start of day & end of day processes, task assignments, equipment assembly and SOP compliance.
- Monitors daily production and completes paperwork to validate and account for work product.
- Interfaces with Shipping Administrator to ensure timely order fulfillment and communication of daily assemblies and waste.
- Assists Production Manager with monthly Participant JRAs; provides feedback to improve performance, attendance, and job readiness.
- Monitors productivity and quality of finished goods, including accurate completion of daily traceability documentation and weekly code date matrix.
- Suggest and implement process improvements in the production environment.
- Cross trains in shipping and receiving processes and assists as needed with receiving and product storage.
- Participates in the hiring process for Production Assistants.
- Manages the bi-annual inventory process and resolves discrepancies with Shipping Administrator and Production Manager
- Provides coverage for Production Manager in the event of absence.
- Manages Volunteers in Production
- Manages Production Assistant timesheets in Greenshades.

### **WOMEN'S BEAN PROJECT**

**phone** 303.292.1919

**email** [info@womensbeanproject.com](mailto:info@womensbeanproject.com)

**web** [www.womensbeanproject.com](http://www.womensbeanproject.com)

**address** 1300 W Alameda Ave  
Denver. CO 80223



WOMEN'S  
BEAN PROJECT

- Other duties as required.

**Environment:** General production environment with concrete flooring, noise and light equipment during production hours. Office space environment with standard office and breakroom noise.

**Physical Requirements:** The position is in a manufacturing/production environment and could involve sitting, standing, walking and lifting for long periods of time throughout the day. Lift up to 50lbs and frequently moving objects to/from production tables, racking systems, pallets, and up and down stairs. May operate a pallet jack or other equipment necessary to move or hoist packaging, raw materials and finished goods from various locations within the production and warehouse areas. Some periods of sitting while working at desk and on the computer.

**Knowledge and Skills:**

- Outstanding interpersonal, communication, conflict management and listening skills.
- Ability to work and communicate with other departments and work in a team-oriented environment.
- Effective at motivating and coaching others.
- Detail oriented with the ability to prioritize and organize daily schedules.
- Strong problem-solving skills and decision-making capacity.
- HACCP Certification and lift stacker training required.
- Understanding of quality standards and health and safety regulations.

**Qualifications & Experience:**

- High School Diploma or G.E.D. certification required. College degree preferred.
- Two to three years stable work history in areas such as production, fulfillment, or manufacturing preferred.
- Two years of supervisory experience.
- Food production experience and Lean manufacturing experience preferred.
- Strong computer skills with knowledge of Microsoft Office/Office 365, including but not limited to: Outlook, Word, Excel.
- Understanding of social enterprise, and non-profit a plus.

**Supervisory Responsibilities:** Direct supervisor to program participants.

**Acknowledgement:**

Other than the completion of marginal functions, all of the above duties and responsibilities are essential service position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position announcement is not all inclusive.

**WOMEN'S BEAN PROJECT**

**phone** 303.292.1919

**email** info@womensbeanproject.com

**web** www.womensbeanproject.com

**address** 1300 W Alameda Ave  
Denver. CO 80223



WOMEN'S  
BEAN PROJECT

Women's Bean Project does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at 303.292.1919 ext. 109.

**WOMEN'S BEAN PROJECT**

**phone** 303.292.1919

**email** [info@womensbeanproject.com](mailto:info@womensbeanproject.com)

**web** [www.womensbeanproject.com](http://www.womensbeanproject.com)

**address** 1300 W Alameda Ave  
Denver, CO 80223