



Position Title: Packhouse Manager

Department: Packhouse

Position Type: RFT

Reports To: GM and VP Logistics & Packhouse Operations

Location: Mona, Utah

Houweling's Group, is a family owned, world-renowned greenhouse vegetable grower with farms in Camarillo, CA, Delta, BC and Mona, UT. As a leader and innovator in the state of the art, sustainable greenhouse farming industry, the company continues to focus on year-round, locally grown produce, as consumers continue to prove a desire and willingness to purchase local. In addition to greenhouse tomato and cucumber growing, the company operates a state of the art seedling propagation division and full service logistics department, offering vertical integration from seed through to delivery at our customers.

Purpose/Objective: As Packhouse Manager you will be hands on and responsible for overall performance of Packing House operations in Utah. This includes oversight on all Packhouse, Quality and Distribution activities. As we will be expanding our operations in 2019, this role will be integral in the development and implementation of additional packhouse facilities. The Packhouse Manager will work closely with the Site General Manager and VP Logistics and Packhouse Operations to optimize production efficiencies and deliver customer commitments.

Your will be responsible for but not limited to the following:

Operational responsibilities:

- Ensure that all production targets are met and customer's orders are processed on time, with quality and as per their specifications.
- Reviewing and managing labor and packing costs.
- Work closely with Greenhouse Manager and Quality Assurance to manage the output of the packhouse and cope with fluctuation in supply and demand.
- Partner with Sales and Inventory Planning to manage orders and customer deliverables.
- Monitor all equipment to ensure operating safely and that all documentation is current.
- Manage and ensure all Packhouse technical specifications are implemented, recorded and monitored. Continuously look at opportunities for best practices and efficiencies using automation.



- Enforce quality standards for packing.
- Schedule working days and hours for packing and review employee hours and piece rate items.
- Explanation and training of piece rate program.
- Set Supervisor weekly rotation schedule and ensure holiday and weekend coverage.
- Ensure that daily and weekly production is recorded correctly for all lines.
- Complete all packs according to special requests.
- Ensure that product is in correct grade and pack.
- Manage weekly inventory input for all packaging/dry goods and materials and ensure orders are placed in a timely manner to mitigate shortage of supplies.
- Review quality standards for all grades.
- Review daily totals report for production.
- Review daily quality inspection sheets for all production lines.
- Review weekly report, efficiencies, and pack out with Supervisors.
- Review new skus with Packhouse Supervisors and Quality Control.
- Maintain the Packhouse and Cooler cleanliness and adhering to all food safety requirements.
- Maintain and adhere to all worksite safety, food safety, hygiene protocols and compliance standards.

Manager responsibilities:

- Assist in establishing group objectives and priorities.
- Ensure staff follow established policies and procedures while encouraging quality and continuous improvement.
- Determine staffing requirements, work assignment and schedules.
- Assist in the recruitment of operations employees – interviewing and selection.
- Assist in new hire orientation and training and the ongoing training and development of the operations team.
- Monitor and mentor staff while providing feedback.
- Assist with production resourcing and scheduling (OT, Vacation, Absences and other time off)
- Ensure all managers, supervisors and employees are trained and adhere to all worksite safety, food safety, hygiene protocols and compliance standards.
- Assist performance evaluation, promotion, and termination activities.



Skills/Knowledge:

- Bachelor's Degree in agriculture, operations or related field, or commensurate level of related experience and education.
- Minimum 5 years of experience in similar role
- Experience building new packhouse facilities and project management an asset
- Bilingual, English/Spanish
- Working knowledge of time tracking systems – experience with Priva an asset.
- Labor Planning
- Proficient in Microsoft Office Suite – Outlook, Word, Excel
- Working knowledge of ERP – experience with AX 2012 and asset.
- Basic math skills (Add, Subtract, Multiply, and Divide)
- Must have understanding and knowledge of Food Safety and hygiene protocols.
- Must have knowledge of workplace health and safety requirements.
- Demonstrates strong leadership and people management skills.
- Demonstrates the ability to use sound judgement to make good decisions based on information gathered and analyzed. Proactively addresses situations conducting root cause analysis to determine best solution.
- Strong verbal and written communications. Listens actively and is able to modify communications depending on audience.
- Strong team player and leads by example.
- Treats all people with respect and dignity.
- Exhibits strong business ethics and follows Company protocols.
- Demonstrates high level of organizational skills and the ability to work under pressure and meet tight deadlines.
- Fosters an environment of continuous improvement.
- Self motivated, flexible and is comfortable working in a fast paced and dynamic environment.

Working Environment:

- Packing House
- Office
- Distribution Warehouse
- Standard Operating Hours are Monday through Saturday with varying time schedules depending on production plans. Must be available to provide management coverage on alternating weekends with other members of the management team. Sundays are scheduled as required based on customer commitments.