

# Seafood Production Manager



**Department:** Seafood Production  
**Reports to:** Production Director  
**Pay:** Exempt

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## **General Summary:**

Managing the workforce and production of the Seafood processing departments efficiently, profitability and in the best interest of Sysco (Metropolitan Poultry, Meat & Seafood Company).

The Production Manager will be responsible for managing the processing department workforce, which includes but is not limited to discipline, employee evaluations and departmental meetings.

## **Essential Skills and Knowledge:**

- Responsible for completing and managing budget.
- Operate an electric pallet jack safely and efficiently. Up keep is the responsibility of the operator.
- Demonstrate an expert working knowledge of the inventory.
- Make adjustments on invoices if necessary.
- Responsible for the assistance of Seafood processing duties including receiving, cutting, packaging, printing labels, feeding, pulling, etc.
- Responsible for various inventory control functions, including proper stocking, scanning, rotation, and coordinating of weekly and monthly physical inventories.
- Perform other tasks as requested by department director and upper management.
- Responsible for working until all responsibilities are taken care of. This may require working longer than your scheduled work hours.
- Responsible for staffing the seafood department to cover all hours the department is open.
- Working Saturdays some weekends is required. Usually every other Saturday.
- Good attendance and adherence to work schedule.
- Adherence to all good manufacturing practices, company policies and food safety, HACCP, and quality assurance procedures.

## **Experience Required:** *(essential functions are in bold)*

- Ability to successfully manage a production department.
- Ability to effectively manage people.
- Previous processing experience required (at least 5 years in seafood).
- Ability to work independently.
- Ability to perform work assignments at an acceptable productivity level and evaluate others performance.
- Other duties may be assigned.

## **Physical Requirements:**

- Moving of product up to 60lbs during the shift, infrequent moving of 80lbs.
- Bending and stooping during the shift.
- Prolonged standing or walking during the shift.

## **Basic Education Requirements:**

- High school diploma or general education degree (GED), or 5 YRS Foodservice sales experience.

## **Preferred Education Requirements:**

- Bachelor's degree in Business, Sales, Marketing, Hospitality; or Culinary Arts

**Computer Requirements:**

- Must be proficient in basic computer functions (i.e. Outlook, check email on daily basis and use electronic calendar).
- Must be proficient in Microsoft Excel.

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