



Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Team. Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US-based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Position Overview:

As a **Production Department Manager**, you will be responsible for overseeing all plant production operations across **all departments** (Batching, Filling, Packaging, Pre-concentrate) during your assigned shift. Your role includes organizing and assigning work to floor personnel, providing guidance and support to ensure production and quality standards are met, and fostering a culture of safety and continuous improvement. You will lead and mentor team members, implement operational strategies, enforce policies and procedures, and ensure effective communication across departments and with leadership. Your leadership will be key in driving performance, safety, and efficiency across the entire shift.

This position reports directly to the **Director of Operations**. The duties and responsibilities of the **Production Department Manager** will be as follows:

1. Follow all GMP's, HACCP, and Health and Safety policies outlined by Crofter's Organic.
2. Collaborate with Quality Assurance to ensure adherence to GMP (good manufacturing practices) and HACCP policies on the production floor.
3. Overall ownership of production department from all aspects of H&S, Quality, Waste productivity, efficiency and downtime.
4. Responsible for the creation, implementation and/or continued support of Health and Safety, Quality Assurance, manufacturing, develop processes, work instructions and production

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Standard Operating Procedures (SOP's).

5. Ensure that Quality Control is notified as soon as possible of any abnormalities (e.g. power failure, equipment failure, raw material defects) encountered during production and coordinate staff to complete appropriate corrective actions.
6. Responsible for ensuring all staff are understanding and completing the proper in-process quality inspections to be completed by production.
7. Own departmental budget and ensure adherence is followed to not overspend each month.
8. Responsible for the total production head count and remaining within budget while achieving overall production and financial goals for the production department.
9. Accountable for daily productivity attainment and overtime in the facility for the production departments.
10. Reviews machine and equipment concerns with the maintenance manager to ensure specific operational performance and optimum utilization and achieved.
11. Resolve operational, manufacturing, and maintenance problems to ensure cost efficiency and attempt to minimize operational delays.
12. Aid in the implementation of measures/ to improve production methods, equipment performance and quality of product.
13. Lead daily Operations meetings to ensure all departments have proper guidance in the daily tasks required to be completed and focus on problems with corrective actions identified in the previous day.
14. Ensure Daily Management System discipline from all levels is adhered to and Leader Standard work is audited/completed.
15. Observe and drive forward continuous improvement suggestions and ideas that will benefit the overall flow of the production floor.
16. Review and adjust staffing requirements to meet production schedules and communicate to the Lead Hands of any changes.
17. Development of training documentation (in combination with the Lead Hands) to ensure simple but effective onboarding for new employees.
18. Ability to analyze production and quality metrics and proactively implement improvements and solutions to issues that are identified.
19. Ensure that the required production consumables for the specific department are stocked and always organized.
20. On production shutdown days, coordinate completion of cleaning and sanitation tasks.
21. Participant of a daily management meeting responsible for communicating between other

areas of production (Batching, Filling, Packaging), of any problems encountered during production to ensure smooth operation of entire plant and to avoid delays that could potentially compromise product.

22. Participate in the employee hiring process and disciplinary action that might lead to employee dismissal.
23. Meet regularly with Senior Management to review initiatives, issues and project updates.
24. Required to complete weekly and monthly production summary reports with recommendations for overall efficiency improvements.
25. Facilitate and own communication between production and any other department required to be involved based on the situation that arises.
26. Provide forward thinking strategic initiatives and predict challenges based on assessing the department and understanding Crofter's Organic future business goals.
27. Responsible for the development and growth of all production staff involving areas of behavior, communication, productivity, and career progression.

Job type:

Full-time, Permanent, on-site (not remote) **Day Shift, Afternoon Shift and Overnight Shift**)

Rate of Pay: \$80,000.00 Annually. This is a Salary Position

Benefits: Basic Benefit Plan including Health and Medical, Vision Care, Dental, Wellness & Preventative Services. RSP and Bonus Program.

Please submit your resume to hr@croftersorganic.com indicating your experience and interests Crofter's Food Ltd. welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.



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