

## Position Description

### **Position Title: Senior Manufacturing Facility Manager**

**Primary Function:** Oversee the safe and efficient production and execution practices of Wesco Centralized Bakery, Deli and Distribution Operations.

**Reporting Relationship:** Reports to the Senior Director of Execution

**Direct Reports:** Bakery Production Manager, Deli Production Manager, Distribution Production Manager, Administrative Team Lead

### **Functions:**

- Exemplifies and advocates the WESCO Brand image throughout the organization.
- Exemplifies and advocates the WESCO Culture throughout the organization.
- Promote a customer centric based passion for service and hospitality throughout the organization.
- Oversees the safe and efficient execution practices, as well as, the overall product quality, of WESCO Distribution and Centralized Bakery and Deli Operations.
- Creates personal and professional developmental plans for Production Managers, as well as, for other high potential Associates.
- Provides leadership to the organization to ensure WESCO is following rules and standards set by WESCO, State, and Federal entities.
- Promotes the cross training of WESCO Food Service and Distribution Associates.
- Maintain a Leadership Succession Plan for WESCO Food Manufacturing and Distribution Operations.
- Develops and presents a WESCO Food Manufacturing and Distribution updates quarterly.
- Recruit, hire and retain an engaged Leadership and Operations Team.
- Conducts monthly Job Planning & Review Sessions with direct reports.
- Works in their communities to be the example of “Outside/In” Management model.
- Works in collaboration with all departments to assure WESCO Food Manufacturing and Distribution are maintaining company standards in food safety, quality, security, and training.
- Maintains and assures the execution integrity of documented HACCP plans.
- Maintains a positive and productive relationship with WESCO Sanitation to assure product safety and quality, as well as associate and consumer safety.
- Works in collaboration with the Food Service Team and assisting in new product innovation.
- Conduct market and competition visits to assure WESCO Stores are maintaining WESCO standards, as well as communicates competitive disruption or market opportunities to relevant functional teams.
- Works in collaboration with all departments to assure WESCO Stores, Manufacturing and Distribution Facilities are utilizing company supported software, systems, procedures, and tools.

- Works in collaboration with WESCO Maintenance and Facilities to develop and execute planning for the scheduled and unscheduled service of equipment and assets.
- Promotes safe work practices to create a safe work environment.
- Has ability to analyze reports and performance to maximize efficiencies by working with Production Managers and Staff. (Coaching, Budgeting, Production process, Inventory controls, Scheduling, Expense Control, and Revenue Generation)
- Responsible for meeting budgeted Labor, Safety and Compliance Goals.
- Liaison for WESCO with all required Regulatory Authorities maintaining a positive, productive relationship.
- Works in collaboration with all departments in developing and executing promotional campaigns.
- Work in collaboration with all departments to develop action plans to increase WESCO FRESH Market Share.
- Liaison with WESCO Leadership and Facilities Department on developing and planning future WESCO Food Manufacturing and Distribution facilities and their design.
- Works with the Food Manufacturing, Administrative and Distribution Team to assure all USDA Grant of Inspection procedures, processes and record keeping are current and up to date.

#### **Qualifications:**

- Bachelor's Degree and/or 5+ years in a progressive leadership capacity in the Food Service Manufacturing or related field.
- Possess and maintains certification for HACCP, or willingness to become certified.
- Understands and advocates WESCO's commitment to its Mission Statement, Unifying Principles and Company Guidelines.
- Highly motivated, positive team player, with the ability to inspire others to achieve desired results while maintaining a "hands on" approach.
- Maintain a professional appearance that is reflective of our commitment to quality.
- Possess a strong disciplined approach to process management.
- Possess the ability to work collaboratively with others, between departments, vendor partners and community partners.
- Strong background in managing budgets, controllable expenses, and emphasizing increased sales and customer service to ensure success.
- Possess outstanding skill in leadership, interpersonal communication, and staff development.
- Possess strong organizational and time management skills.
- A working knowledge of Financials, Sales Analysis, and other operational reports to identify opportunities and implement improvements.
- Ability to handle a varied work schedule, 24-hour availability, and unexpected situations.
- Maintains a current Servsafe/Always Food Safe Certification and Trainer status, or willingness to attain certifications.
- Maintains a valid Michigan Driver's License.

**Date: 12/01/21**

