



Operations Manager Job Description

Job ID: 190223

Posting Date: February 23, 2019

Job Title: Operations Manager

Shift: Salaried

Position Location: Los Angeles, CA 90023

Job Description

The Operations Manager will be responsible for manufacturing, logistics, procurement, and other supply chain management related functions for the company. He/She will be accountable for providing day to day and strategic oversight for all manufacturing personnel and operations, including quality, safety, and warehousing. He/She will be accountable for the coaching and development of operations personnel and ensuring they have the direction, resources, standard operating procedures (SOPs), and various skills needed to ensure production meets all key output goals: safety, quality, and volume output. In addition, he/she will own short- and long-range production planning, as well as all logistics and procurement activities, working closely with the CEO and COO to ensure strategies and tactics align with broader company directives and financial requirements. Over time, the person in this role will be targeted and groomed for expanded senior management responsibilities as the company grows.

Key Responsibilities

- Managing production and warehousing personnel, including 1-3 hourly operators and a production supervisor / team lead during all production runs
- Working with plant Quality team to conduct all quality compliance walk throughs and to take necessary Quality and Food Safety measurements throughout production
- Developing standard operating procedures (SOPs), work instructions, and policies in conjunction with Bright executives and our R&D and Quality partners
- Ensuring production meets safety, quality, and volume output goals on a daily basis
- Developing SOPs and policies for the procurement and management of ingredients, packaging, MRO, and finished goods inventories throughout the supply chain
- Will be directly responsible from time to time for executing day-to-day operations activities including but not limited to: participating in production runs, placing replenishment orders for ingredients and packaging materials with vendors, and communicating with freight carriers on daily basis to ensure inbound and outbound loads are scheduled

Other Pertinent Job Details

- Manufacturing takes place in a cold (38-40 F) and damp environment
- All State and Federal food manufacturing laws, food safety requirements, good manufacturing practices (GMPs) and other standard food industry manufacturing practices must be adhered to at all times
- All USDA organic processor practices must be adhered to at all times

Qualifications and Requirements

Education / Certification Requirements



- Bachelor's Degree strongly encouraged, unless comparable work experience. Strong preference towards a candidate with educational background in one of the following areas: supply chain management, operations management, engineering, finance, or business management.

Work Experience Requirements

- Previous internship and/or Co-op work experience (provide 2 candidate character references)
- Will consider a candidate without a Bachelor's degree if following criteria are met:
 - o 3 – 5 yrs total experience in a human food manufacturing environment
 - o 1 – 3 yrs experience as a production supervisor / manager in a human food manufacturing environment
 - o Associate's Degree or license/certification from a certified technical trade school or organization a plus

Must-Have Skills & Capabilities:

- Desire to develop a mastery of all aspects of Supply Chain Management (manufacturing operations, warehousing, transportation, procurement, and project management)
- Ability to develop, implement, and maintain SOPs and policies across various Supply Chain functions
- Ability to learn new skill sets quickly and independently in a fast-paced, tight-knit team environment (autonomous, self-learner)
- Must have a passion for food & beverage, consumer packaged goods, and/or health & wellness (personal wellness) industries and trends
- Strong communication skills (oral and written). Specifically, the ability to communicate with senior management on a daily basis, fill out all necessary shift paperwork (production reports, etc.), and send summary e-mails on a regular basis
- Experience working with or managing hourly operations staff, including communicating daily shift goals and work instructions to operating staff
- Able to lift 30lbs without restrictions

Computer and Technology Capability Requirements:

- Proficiency in MS Office (especially Excel, and Word)
- Ability to analyze and summarize complex data
- Strong electronic organization and communication skills (Outlook, e-mail / calendar management, data management)

Other Skills & Capabilities That Would Be A "Plus":

- Bi-lingual fluency (written and spoken): English and Spanish
- Familiarity and ability to reinforce compliance with OSHA safety standards
- Familiarity and ability to reinforce compliance with industry standard food safety and food quality policies, and standard GMPs (Good Manufacturing Practices)
- Experience with bakery and/or bar manufacturing equipment such as: packaging machinery (horizontal/vertical flow wrappers), grinders / cutters, and mixers
- Experience placing orders for ingredients and packaging materials with vendors via e-mail or other ordering systems
- Experience communicating with and working with freight carriers



About Bright Foods

At Bright Foods, we **love** food, we **love** pursuing our passions, and we **love** feeling energized! We are a fast-growing food company and we're looking to build a best-in-class team of people to join this fun, fast-paced work environment.

Over the years, we kept trying different foods that promised to keep us going, to nourish us throughout the day. Juices gave a big energy spike, followed by a quick crash. Bars were chock-full of sugar or highly processed. And eating whole fruits and vegetables just wasn't practical – sticky hands and leftover peels made it too hard when running from meeting to meeting.

So we decided to create the kind of food that we'd always wanted – something that made it easy to get all the benefits of whole vegetables and fruits. Something where you didn't have to scrutinize the label or have second thoughts. Something that tasted great, because there was great stuff in it. Something so simple, it was obvious. Something **Bright**.

We also believe that business can make the world a better place. We're committed to using organic ingredients, treating all stakeholders with respect and dignity, and sourcing from local suppliers and partners as much as possible. We aim to grow responsibly and to protect the planet as we do so.

To learn more about us, visit www.brightfoods.com or follow us on social media [@eatbrightfoods](https://twitter.com/eatbrightfoods).

General Job Application Notices and Disclaimers:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

Bright Foods, LLC, is an Equal Opportunity Employer: Female / Minority / Disability / Protected Veteran / Sexual Orientation / Gender Identity

Employment is conditional upon successfully passing drug testing and a criminal background check. Any negative outcomes from either will result in an immediate release of employment and/or consideration of applicant's application for employment.

If this application leads to employment, employment is for no specified period of time and constitutes "at-will employment" – employees are free to terminate employment at any time for any reason or no reason, and Bright Foods, LLC is free to terminate employment at any time for any reason or no reason.