

Fresh INNOVATIONS CALIFORNIA, LLC.

Job Title: Production Coordinator

Location: Stockton, CA

Reporting to: Production Supervisor

Summary: Responsible for coordinating the needs for production as it relates to labels, case counts and communication of changes to the shift supervisor and line leads to ensure all orders are fulfilled.

Duties and Responsibilities include the following:

- Works with the shift supervisor to identify what product will be ran and provide the necessary support to ensure demand it met.
- Responsible for assisting the production supervisor and line leads by keeping in constant communication with them on the cases being produced on each line and ensure that we are not over/under producing.
- Generate finished good pallet tags using an internal enterprise system.
- Generate case labels using an external online portal and cross-checking lot information against finished product.
- Verify pallet configurations and case counts on finished pallets
- Check finished pallets to ensure customer specifications have been met and if not, report back to the line leads.
- Communicate schedule changes to the supervisor and leads and assist in a plan on how to accommodate changes
- Complete a end of shift closing by checking raw material used against finished goods produced
- Data Entry
- Provides production support on the lines by providing hands on support when time allows for packing, stacking and or inventory put away where lifting up to 40 pounds may be necessary.
- Other duties as assigned.

Qualifications:

- A minimum of 2 years of experience in a fast-paced production facility
- Knowledge of manufacturing processes
- Must be able to communicate with multiple levels of leadership

Education/Experience:

High School Diploma or Equivalent

Language Ability:

Ability to read and interpret documents such as work orders and labels. Ability to speak effectively before groups of employees and management. Bi-lingual Spanish preferred

Math Ability:

Ability to calculate & understand demands with influxes/decreases, multiplication for case counts

Reasoning Ability:

Ability to solve practical and complex problems and deal with a variety of variables in situations where time is limited. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; and various internet communication software as well as syndicated data understanding.

Equipment:

Desktop computer, handheld radio, label printers

Supervisory Responsibilities:

N/A

Work Attributes and Environment:

The work attributes and environment characteristics described here are representative of those an employee encounters and must perform while executing the essential functions of this job.

- **Motivation:** Must be self-starter
- **Efficiency:** Time management assertiveness to adjust to specific duties
- **Attitude:** Approach all opportunities with a positive can-do attitude.
- **Data-driven:** Makes timely and effective decisions using data.
- **Hands-on:** Willing and able to jump in at all levels of the business to build and develop people, systems, and processes.
- **Strategic and Systems Thinking:** Understands the connections and relationships across functions and entities for both internal and external constituencies; can oversee the development of plans for complex projects and ensure successful execution.
- **Change Leadership:** N/A
- **Results-oriented:** Does what is necessary to improve performance; balances the resources to produce desired outcomes; tracks and monitors performance.
- **Partnership:** Engages others to identify mutual goals, develop solutions, make decisions, and achieve outcomes.
- **Service-oriented:** Focuses and aligns actions and decisions on ways to enhance service and commitment to exceptional customer service.

While performing the duties of this job, the employee is maybe exposed to heat, wet or cold conditions (non-weather); may work near moving mechanical parts; and be apart to outdoor weather conditions. The noise level in the work environment is usually Moderato to High.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, listen, walk, sit, stand, lift, or move up to 50 pounds. The employee is moderately required to stoop, kneel, crouch, or crawl.