

# Kentucky Heritage Hemp Co., LLC

**JOB TITLE**                      PLANT MANAGER

**REPORTS TO:**                      CHIEF EXECUTIVE OFFICER

## **POSITION SUMMARY**

The plant manager carries out strategic directions for Kentucky Heritage Hemp that assure operational efficiencies, productivity and overall plant and staff performance. In this role, the manager will set a model for integrity and commitment to the workplace, its workforce, and its customers. This role includes working with the CEO and Executive Team to develop annual plans, sales projections and operating budgets. He/she will direct the management team; and monitor and report on plant performance to the CEO and board. The plant manager directs hiring, training and personnel development to create a motivated, team environment. This role will require a hands-on approach to all plant operations in order to build a culture of safety and quality compliance. This position reports to the CEO.

## **KEY RESPONSIBILITIES**

- Is responsible for the daily operations of Kentucky Heritage Hemp which result in desired production and quality in a safe and environmentally responsible environment.
- Assures plant processes (SOPs) are well defined and that department managers have communicated and trained their staff to those processes and expectations. Further, the plant manager is responsible for creating an environment where departments work and communicate in collaboration.
- The plant manager is responsible for making critical decisions to resolve production challenges and reduce or eliminate breakdowns and interruptions.
- Applies analytical skills to drive business performance and consults with the management team to identify and resolve problems.
- Provides data driven reports to CEO and board that clearly inform them of plant efficiency, productivity and profitability.
- Fully embraces Certified Organic and Certified GMP standards and creates a culture that drives those standards throughout the plant and its employees.
- Directs Human Resource programs to provide recruiting and hiring, compensation and benefits, health and safety rules, vacation, training, performance review and development opportunities create a motivated workforce, limiting staff turnover and providing for individual development and advancement.

## **KEY SKILLS REQUIRED**

- Knowledge and understanding of food grade production, supply chain dynamics, laboratory environments, and forecasting products and sales and human resource needs.
- Ability to plan production and schedule shifts to meet desired production levels.

- Can adapt and respond to changing conditions, resolve workforce and equipment outages, or manage weather related disruptions.
- Provides superior communication skills to keep department managers and all staff informed of operations, performance levels and any upcoming changes (product line additions, other). This also includes communicating with suppliers and customers.
- Ability to understand data and convert results to actionable plans that result in operating improvements.
- Skill in obtaining feedback from managers and employees that drives constant improvement, creates team environment and removes barriers to production.

## **QUALIFICATIONS**

- 5-10 years of experience as manager in a production environment.
- Previous experience in a food-grade operation.
- College degree in business or related area.
- Must be computer skilled (Microsoft Office platforms, including Word, Excel, others.)

## **COMPANY CULTURE**

Kentucky Heritage Hemp team members are:

- Honest, dedicated and hardworking.
- Respectful and compassionate to the needs of others
- Thirsty for *knowledge* and self-improvement,
- Passionate for what we do, and enjoy our work
- Involved in fostering a Team Environment that promotes achievement and excellence.
- Focused on a Safe Workplace at all times.
- Practice responsible stewardship and conservation that result in long-term productivity and value creation.

## **PHYSICAL REQUIREMENTS FOR THE POSITION**

- Prolonged periods standing and walking through facility.
- Prolonged periods of sitting at desk and working on computer.
- Must be able to lift up to 15 pounds at times.