



EXEMPT JOB DESCRIPTION

POSITION: Facility Manager **REVISION:** June 5, 2009

REPORTS TO: Area Manager / District Manager

FUNCTION:

Oversee all operations at assigned facilities. Supervise and manage employees as they perform assigned tasks. Administrate safety, quality assurance and data processing programs and procedures.

SPECIFIC ACCOUNTABILITIES:

1. Communicate frequently and regularly with Area Manager / District Manager.
2. Maintain positive attitude with employees, peers, management staff, and customers.
3. Maintain a positive working environment.
4. Manage payroll and personnel issues including disciplinary actions.
5. Determine number of employees required for workload; interview candidates; hire and terminate employees.
6. Supervise inspection process, manage database when needed, and report information to customers.
7. Comply with all AWSS and client safety regulations.
8. Effectively administer QA program.
9. Communicate with customers as needed.
10. Teach grade criteria to team and insure that inspection standards meet the RFI criteria.
11. Be present at local or regional trade shows to represent AWSS.
12. Maintain high level of confidentiality.
13. Appropriate AWSS personnel may assign other accountabilities as necessary.
14. Understand and administer RFI criteria.

QUALIFICATIONS:

1. High School or equivalent education preferred.
2. Analytical skills with ability to calculate averages and percentages.
3. Knowledge of the potato inspection process preferred.
4. Communicate effectively in English.
5. Follow written and oral instructions.
6. Basic computer skills.
7. Understand and ensure compliance of all AWSS and client safety regulations.

REQUIREMENTS:

1. Lift up to 50 pounds properly.
2. Work in an outside environment and in varied conditions.
3. Stand for long periods of time and be mobile.
4. Differentiate color. (Not color blind)
5. Work around noise, dirt, odors, dusts, chemicals, fumes, and in poorly ventilated areas.
6. Work around potential mechanical hazards such as machinery, conveyor belts, chains, and forklifts.
7. Work around icy, slippery, muddy, uneven flooring and surfaces.
8. Operate forklifts and/or skid steers.

AUTHORIZATION: Must be signed by the President for approval and distribution.

Employee

Date



Bryan Henninger, President

June 5, 2009

Date