



Superintendent

PURPOSE OF POSITION:

This position is responsible for assisting the Plant Manager with daily operations and management of our processing facilities and warehouse in Buffalo, ND.

RESPONSIBILITIES:

- Oversee daily operations for the facility, including:
 - Scale trucks in and out in a timely manner with accuracy and full attention to quality of work and safety
 - Coordinate with truckers when filling outside bins
 - Document weights being put into the bins and monitor inventories
 - Set up and administering daily production runs for each variety being received/cleaned
 - Sample retention and documentation
 - Conduct testing for all operations as needed
- Coordinate production schedules and food safety initiatives with Plant Manager and Fargo office.
- Coordinate plant activities to ensure delivery of contract commitments from end to end.
- Ensure adherence of food safety programs and processes within the facility and manufacturing processes.
- Monitor and ensure compliance with production, safety and overall quality standards.
- Provide feedback and suggested improvements regarding process flow, quality, safety and overall efficiencies to Plant Manager
- Manage warehouse, including inventory management, ins and outs and lot tracking.
- Maintain plant facilities and equipment to required standards.
- Assist Plant Manager in providing leadership for Team Member relations through effective communication, coaching, training and development.
- Work with Plant Manager to implement cost effective systems to control operating expenses.
- Other duties as assigned.

QUALIFICATIONS:

The ideal candidate will possess the following:

- Associate degree in business, operations or related field or four+ years of related plant or grain operations experience
- Two+ years of management experience
- General knowledge of food quality standards and overall safety procedures
- Proven ability to lead through change
- Excellent interpersonal skills and a team player
- Ability to react quickly and accommodate change

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee will be exposed to machinery and moving parts, airborne particles including grain dust and hazardous materials or fumes, which may require the use of PPE. The employee may be exposed to adverse weather conditions, extended seasonal hours, high precarious places and confined spaces. The noise level in some of the work environments may require the use of hearing protection. While performing the duties of this job inside the office, the employee is frequently exposed to normal working conditions for an office environment with a noise level that is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to stand for long periods of time as well as use hands or fingers to reach or handle, and to talk or hear. The employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or move up to 75 pounds. All vision abilities are required to encompass close-up work. On occasion, employee must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

ABOUT THE COMPANY:

Anchor Ingredients, LLC headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AIC is uniquely positioned to meet all of the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of honesty, integrity and reliability.

DISCLAIMER:

This job description is not a complete description of responsibility, but reflects the general qualifications, duties and/or responsibilities necessary to perform this position. Anchor Ingredients reserves the right to revise the job description as circumstances warrant. Anchor Ingredients is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.