Division/Department:

Location: Kirby, Ohio

Job Title: Operations Manager

Reports to Larry Holloway

Title Originator/ Marketing

Level/Grade Type of position:
☒ Full-time
☒ Part-time
☐ Contractor
☐ Intern

Hours☐0+/☐ / week
☐ Exempt
☐ Nonexempt

POSITION SUMMARY

To manage the day to day operation of Cleaning Plants. Hands on position with supervising and developing a crew of 4. Maintaining good relations with producers, suppliers and customers. Willing to train at other DeLong Company Cleaning Plants in Illinois and Wisconsin for up to several weeks.

ESSENTIAL JOB FUNCTIONS

— Assigns tasks to be performed. Explains work requirements, methods and procedures. Instructs subordinates on new procedures and provides assistance on difficult or problem areas. Review work in progress or on completion.
— Makes adjustments as necessary to effectively and economically accomplish the work
— Notes and investigate work related problems and implements corrective actions
  • Leads the selection of personnel. Schedules and approves vacation of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of employees and arranges for its accomplishment. Counsels employees on problems and adjusts informal complaints through discussions with employees. Takes informal corrective action on conduct or performance problems. Discipline employees as needed and required by The DeLong Company policies
— Ensures that regulations governing safety and housekeeping are observed
— Initiates or particpiles in review and improvement of work methods, organizational features and structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining
— Performs the nonsupervisory work of the function needed
— Implements safety regulatory requirements. Ensures that subordinates wear appropriate equipment and follow pertinent safety precautions
— Active member in company Safety Committee
— Coordinate production, grain movement, maintenance, housekeeping , receiving, storing and shipping grain in accordance with policies, principles and procedures established by The DeLong Company Inc
Grain quality is maintained by bin quality checks, proper aeration, coring of bins and grain movement as needed.

- Respond to all customer needs, request, issues and concerns. Investigate and report all customer complaints within 24hrs with finding to Larry and Chris for review prior to sending to customer. Ensure All employees must show a sense of urgency when serving customers.

- To solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral.

- Review expenses and inventories of grain to maintain and enhance profitable operation

- Maintain the requirement of all 3rd party certifications.

- Understands the importance of quality and operating an Organic and Food Plant

- Able to perform and train employees on all aspects of facility

- Numerous other responsibilities

Please forward your resume via email to Kristin Farwell at Kristinfarwell@delongcompany.com

ESSENTIAL JOB REQUIREMENTS

EDUCATION:  Click here to enter text.

EXPERIENCE:  Click here to enter text.

REQUIRED SKILLS:  Click here to enter text.

PREFERRED SKILLS: Click here to enter text.

PHYSICAL REQUIREMENTS:  Click here to enter text.