

Production Manager – Third Shift (Frozen French Fry Production Line)

Department	Production – Frozen French Fry Production Line
Shift	Third Shift (Night Shift); 24/7 operation with rotating weekends and holidays
Reports To	Plant Manager / Production Manager
Classification	Exempt or Non-Exempt (as applicable)

Position Summary

The Third Shift Production Manager provides leadership for the overnight frozen French fry production operation. This position is responsible for ensuring employee safety, food safety, product quality, operational efficiency, and the achievement of daily production goals. The manager supervises production and material handling personnel, coordinates maintenance activities, and promotes effective communication between shifts to ensure continuous operations.

Essential Duties & Responsibilities

- Lead, coach, train, and supervise third-shift production employees while fostering a culture of accountability and teamwork.
- Assign daily work responsibilities and adjust staffing levels to meet production requirements.
- Monitor key performance indicators (KPIs) and ensure production, quality, efficiency, and yield targets are consistently achieved.
- Enforce compliance with all workplace safety policies, including Lockout/Tagout (LOTO), machine guarding, and OSHA regulations.
- Ensure compliance with Good Manufacturing Practices (GMP), HACCP requirements, allergen control procedures, and all food safety standards.
- Review and verify production reports, quality documentation, sanitation records, traceability records, and downtime reports for accuracy and completeness.
- Coordinate equipment repairs and scheduled preventive maintenance activities with the Maintenance Department.
- Lead shift handoff meetings and communicate production results, issues, and improvement opportunities to plant leadership.
- Manage employee attendance, performance evaluations, coaching, corrective actions, and disciplinary matters in partnership with Human Resources.
- Promote a safe, respectful, inclusive, and productive work environment focused on continuous improvement.

Qualifications

- Bilingual (English/Spanish) required with the ability to communicate, train employees, and complete documentation in both languages.
- Minimum of three (3) years of food manufacturing or related manufacturing experience required.
- At least one (1) year of supervisory or leadership experience preferred.
- Working knowledge of Good Manufacturing Practices (GMP), HACCP principles, OSHA regulations, and food safety standards.
- Strong leadership, communication, organizational, and problem-solving skills.
- Computer proficiency, including production reporting, email, and Microsoft Office applications.
- Forklift certification or previous forklift operating experience is preferred.
- Ability to work a consistent overnight schedule in a 24/7 manufacturing environment.
- Ability to work in cold and wet production environments while wearing required Personal Protective Equipment (PPE).

Physical Requirements & Work Environment

- Stand and walk throughout the majority of the shift in production and cold storage areas.
- Occasionally lift and carry up to 50 pounds (23 kg).
- Work in a cold, wet, and noisy manufacturing environment.
- Hearing protection and thermal Personal Protective Equipment (PPE) are provided.

Disclaimer

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify responsibilities as business needs require. [Company Name] is proud to be an Equal Opportunity Employer.