



Title: Production Scheduler	FLSA: Non-Exempt
Department: Operations	Grade: TBD
Reports to: COO	Travel: Less than 10%
Location: Louisville	Status: Full-time
Date Revised: December 2016	

Position Overview

The Production Scheduler is responsible for the efficient scheduling of production operations in various work areas with the goal of maximizing productivity and minimizing overtime. This position is also responsible for ordering production supplies to ensure inventory necessary for production is available and within budget.

Essential Functions

- Prepares weekly production schedule to ensure manpower resources are appropriately deployed
- Manages inventory and orders production supplies
- Actively adjusts schedule based on production needs or changes
- Analyzes the cause of overtime and creates/implements action plan(s) to reduce it
- Communicates regularly with production scheduling group and purchasing staff
- Maintains up-to-date database of employee skills through consistent communication with leads and supervisors
- Ensures hours/wages are coded to the correct area
- Processes employees' time off requests (in schedule)
- Reports late arrivals to Human Resources
- Responsible for maintaining a food safe work environment and in the event it is perceived that it is compromised, action is to be taken which includes stopping the process and notifying the lead, assistant supervisor, or supervisor

Skills & Knowledge

- Exceptional verbal and written communications skills
- High level of detail orientation and organization
- Ability to generate creative solutions
- Comfortable working in a changing environment
- Proficient with Microsoft Office with an emphasis in Excel usage
- SNAP scheduling software experience a plus
- Bilingual in English/Spanish required

Education & Experience

- Bachelor's Degree, or High School Diploma with 2 years' related training and experience

Work Environment

- Able to sit or stand for extended periods of time
- Able to work in both hot/warm conditions
- Comfortable with a moderate noise level
- Able to work in an environment with peanuts and tree nuts

Benefits

Health insurance, dental insurance, pet insurance, 401(k) with company match, generous PTO, paid holidays, life insurance and short term disability insurance, bonuses