

	Meat Harvest & Processing Facility Manager Job Description	
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Position Type: Exempt, Full-Time

Location: In person, Staples, MN

Expected Hours of work: Day shift, Monday to Friday (Occasional evening and weekend work may be required as schedule demands).

Compensation: Salary \$75,000-\$90,000/year with a competitive benefits package.

Summary/Objective

The Plant Manager oversees all facility operations, leading production, quality control, and food safety/regulatory & human safety initiatives with full P&L accountability. This role drives efficiency across production, maintenance, scheduling, sanitation, and warehouse operations while managing safety, food safety, regulatory and quality assurance, and HR functions. An experienced leader in meat harvest, production, and supply chain, the Plant Manager ensures safe, ethical, and proficient execution of daily activities—from order receipt to customer delivery—encompassing materials planning, logistics, manufacturing engineering, environmental compliance, employee training, and continuous improvement. The position balances day-to-day production optimization with strategic planning to enhance departmental performance and output.

Essential Functions:

The essential duties and responsibilities include the following:

Operational & Regulatory Excellence

- Oversee daily operations, departments, and staff to meet production, quality, food safety, and regulatory goals and ensure 100% on-time delivery.
- Maintain facility and equipment sanitation, care, and compliance with operational, USDA regulations, humane handling, and food safety standards.
- Develop and manage programs for standardized manufacturing, worker safety, training, and continuous improvement.
- Identify and resolve operational issues through corrective actions and collaboration with teams.
- Lead safety, quality, and regulatory efforts to ensure product integrity and eliminate food safety risks.
- Support new product development by assessing production feasibility and costs.

Personnel Management

- Communicate policies and updates to staff, fostering a culture of accountability, engagement, and continuous improvement.
- Recruit, train, and develop talent to meet current and future operational needs.
- Ensure compliance with health/safety regulations and promote a strong safety culture to reduce injuries.
- Monitor payroll, conduct evaluations, and encourage leadership development among employees.

Business & Budget Oversight

- Manage facility P&L, budgets, and operating costs to achieve financial targets and report performance metrics.
- Develop and track KPIs to drive daily, weekly, and annual improvements.
- Report significant challenges to the MFU President or designated appointee and propose solutions to mitigate risks.
- Support business growth through community engagement and cost/capital improvement initiatives.
- Prepare annual manufacturing budget and strive to enhance profitability and competitive position.

Competencies:

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| <ul style="list-style-type: none">• Problem Solving• Technical Skills• Communication• Credibility• Time Management | <ul style="list-style-type: none">• Decision-Making• Leadership• Teamwork• Adaptability |
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Knowledge & Skills:

- Minimum of 5 years' experience in a meat harvest production facility, with a minimum of 10 years in a management or supervisory position, preferably some in animal harvest/fabrication/processing.
- Meat industry experience is required.
- Fluency in English (verbal and written)
- Experience and understanding of traceability/management software systems
- Familiarity with food safety practices (which may include GMPs, HACCP and SQF system) and slaughter/cutting process as they relate to meat production.
- Proven experience in people development and management, strategic planning, and risk management is required.
- Knowledge of project management frameworks and best practices.
- Excellent organizational and time-management skills.
- Strong leadership abilities and team-oriented mindset.
- Ability to solve problems effectively and make sound decisions.

Preferred Qualifications:

- Financial responsibility
- Increasing leadership history
- Proven experience in production, logistics/freight, and quality control.
- Proven experience leading through change
- Lean Six Sigma or Lean Manufacturing experience
- Proficient in Microsoft Excel, Word, Teams, Access, and Outlook
- Bilingual skills (English and Spanish/Karen or Hmong)

Decision Making:

The Plant Manager is fully accountable for plant operations and collaborates with MFU Leadership and financial/business advisors. The role requires independent decision-making, with guidance and structure provided by the MFU President or designated appointee. Final decisions affecting business goals are mutually agreed upon with the MFU President or designated appointee.

Work Environment & Physical Demands:

This job operates in a professional casual meat production and office environment. This role routinely uses standard office equipment such as knives, various meat processing & packaging equipment, computers, phones, photocopiers, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to access, navigate and may, at times, be required to perform duties within the production facility (includes cold and wet manufacturing environment).
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 60 pounds at a time.
- Must be able to utilize office equipment such as desktop/notebook computers, copiers, printers, scanners, telephones, and calculators.
- Travel is primarily local during the business day, although occasional travel to attend meetings may be requested.

NOTICE: The above statements are intended to describe the general nature of the environment and the level of work being performed by this job. This job description in no way states or implies that the duties and responsibilities listed are the only tasks to be performed by the employee in this job. The employee will be required to follow any other instructions and to perform any other job-related duties requested by his or her supervisor.

EEO Statement:

An Equal Opportunity Employer - All qualified employees will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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Supervisory Responsibility:

This position is directly responsible for all personnel and subcontractors affiliated with operational and food safety excellence within the Staples Meat Processing Facility in Staples, MN.

Organization Structure:

- Job Title this position reports to: MFU President or designated appointee
- Job Titles directly reporting to this position: FSQR Manager/Production Supervisor, Administrative Support, and all other slaughter and processing facility personnel.

Contact information

- Send cover letter, resume and list of references to:
 - Dave Endicott, Special Projects Coordinator
 - dave@mfu.org
 - 218-821-8615
 - **Minnesota Farmers Union**
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