



## Packaging Manager

Title: Packaging Manager

Reports to: Farm Manager

Works with:

Greenhouse Staff, Waiver Job Supports, Volunteers and Interns.

### POSITION SUMMARY

The packaging manager is responsible for leading our crew of packaging employees and supporting the team in completing day-to-day packaging and fulfillment tasks at the Jackson Hole greenhouse. Leading involves learning and modeling the pace, quality, and consistency of all daily tasks. This position requires the organizational skills to drive a dynamic team and ensure the highest standards of product quality and department efficiency. All managers are expected to contribute to the success of the greenhouse and as such may be cross-trained and have responsibilities across departments as needs arise. This is a general description for the position and may be adjusted as needed.

### CORE RESPONSIBILITIES

- Supervise and perform all required duties in the packaging department to ensure orders are fulfilled in a timely manner.
- Manage and assist in the training of associates and senior associates to ensure that all actions performed in the department are compatible with packaging goals.
- Support department employees in reaching their own goals based on their customized empowerment plans. This involves one-on-one meetings with employees and check-ins with our Grow Well Director to ensure departmental employees feel valued, successful and satisfied in their job.
- Utilize various computer platforms to ensure proper communication between Packaging, Sales, and Production.
- Aid in the development of workflow design within the department to increase efficiency.
- Aid in the creation, tracking, and recording of Key Performance Indicators (KPIs) for the department to maintain a high standard of operation for the department.
- Track orders, manage inventory levels and track labor.
- Control COGS within the department by driving efficiencies and reducing costs.
- Contribute to a fun, team-oriented, and challenging work environment in an innovative

and pioneering atmosphere.

- Quality control in all processed and packaged products that come into and leave the processing area.
- Ensure that the packaging area is kept up in accordance with Vertical Harvest's food safety standards.

#### SKILLS REQUIRED

- Clear communicator
- Works methodically
- Organized
- Ability to work to concrete deadlines
- Takes direction well
- Attention to detail
- Team-player
- Independence
- Drive
- Physically able to walk and stand for most of an 8 hour day
- This position may be required to lift up to 50lbs