



## **JOB DESCRIPTION**

**TITLE: Human Resources Business Partner**

**LOCATION: Rockwall, TX**

**DEPARTMENT: Human Resources**

**REPORTS TO: Director, Human Resources**

**JOB TYPE: Full-Time, Exempt**

### **BASIC FUNCTION:**

Our organization is seeking an experienced Human Resources Business Partner to develop, administer, and maintain programs that drive engagement, attraction and retention of top talent, and compliance with all applicable federal, state, and local laws. This opportunity is best suited for a high-energy and innovative person with a proven track record of success in previous roles, including exceptional leadership, communication, and management skills. This position reports directly to the Director of HR and will work closely with our members of administration, operations, and our contracted temporary workforce.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Works closely with management and employees to develop a positive culture, improve work relationships, build morale, and increase productivity and retention
- Resolves complex employee relations issues and addresses grievances
- Counsels, coaches, and trains department leadership on recruiting, performance management, employee relations, organization development, work environment issues, organizational change, and leadership
- Ensures area of responsibility is in compliance with all applicable Federal, State and municipal regulations relating to fair employment practices, employee health, and safety.
- Develops programs, policies, and procedures regarding employment, staffing, and turnover. This includes creation of a standardized recruiting process (interviewing, onboarding, and orientation) and a process for conducting exit interviews for employees leaving the organization.
- Works alongside our HR staffing manager to develop a partnership with our third-party staffing agency in order to ensure we're fully staffed and our staffing agency is meeting all applicable key performance indicators.
- Manages recruiting activities to ensure qualified applicants are hired and AAP/EEO requirements are met.

- Develops a regulatory training program to ensure that all required training is completed, tracked, and filed for all employees.
- Assists with Implementation and Maintains data integrity in company HRIS system and performs payroll functions as required
- Provides education, drives engagement, and drives participation in the company benefits program
- Coordinates the performance management process
- Represents the organization at Human Resource related hearings and investigations.
- Maintains Job Descriptions by position
- Performs other analytical duties as required.

**JOB REQUIREMENTS:**

- Bachelor's degree in HR or related field
- 3-5 years of HR Generalist experience
- PHR Preferred
- Experience in Food Manufacturing a plus
- Experience with broader employment, corporate governance, litigation, and/or other regulatory matters preferred.
- Must thrive under pressure and manage multiple projects and priorities in a hands-on manner while being resourceful and innovative at tackling challenges timely.
- Excellent business judgment and demonstrated proficiency in organizational, analytical, conceptual, and problem solving and presentation skills.
- Exceptional interpersonal skills and verbal and written communication skills, including the ability to sift through complicated business issues and communicate only the important aspects in a clear and concise manner.
- Ability to be self-driven and operate in the gray.
- Bi-lingual (English and Spanish) preferred

**PHYSICAL REQUIRMENTS:**

- Able to meet the physical requirements of the position including but not limited to: able to lift up to 20 lbs, stand/sit/walk for extended periods of time, squat/kneel, climb stairs/ladders, operate vibrating equipment/power tools/assistive transfer devices, able to grip/grasp/pinch and reach overhead, work in a variety of environmental conditions (heat, cold, dust, etc)



- Physically able to stand, sit, move, squat, walk, and climb during the course of the shift
- Physically able to lift up to 50 pounds or more
- Able to work night, weekends, and holidays
- Able to work in a fast-paced environment
- Able to work independently



- Good communication skills
- Must be able to maintain accurate records
- Familiar with Excel spreadsheets
- Good time management skills
- Ability to work independently without direct supervision
- Able to interpret data and make necessary decisions

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- This position will be exposed to a cold work environment (typically ~45 F). This position may also be required to enter freezers (0 F) and other cold areas such as coolers and the receiving dock.
- The work environment may be wet / slippery with loud noise from machinery.
- Specific vision may be required for this position, including close vision, distance vision, color and depth perception, and the ability to read computer screens for extended time periods
- Must be able to lift and carry up to 50 pounds



## JOB DESCRIPTION

**TITLE:** Production Supervisor

**LOCATION:** Rockwall, TX

**DEPARTMENT:** Operations

**REPORTS TO:** Production Manager

**JOB TYPE:** Exempt

### **BASIC FUNCTION:**

*Pegasus Foods, Inc.* is a privately owned frozen food company specializing in private label manufacturing of frozen dough, appetizers, bakery and dessert items for both retail and food service customers. The *Production Supervisor* will help lead a team that runs daily bakery, kitchen, assembly line and packaging operations in its existing Rockwall, TX facility. This position reports directly to the Production Manager, and will have several direct reports, including HR, Maintenance, FSQA, Purchasing and Production Managers.

The position will be responsible for directing the activities of the plant's operations and plans and assigns work, executes policies and procedures and recommends improvements in production methods, equipment, operating procedures and working conditions. **Must be able to establish expectations for safety, quality, productivity and reliability.**

### **DUTIES & RESPONSIBILITIES:**

- Leads and monitors designated aspects of the production function.
- Develops and maintains Key Performance Indicators (KPI s) for the operations to help meet production specifications and product standards, as well as reduce overall cost, maximize productivity and profitability
- Supervises, develops and motivates direct reports and promotes teamwork.
- Ensures the quality, food safety and consistency of all products.
- Complies with any and all pre-requisite production programs. Implements, reviews, and maintains current Food Safety & Quality Program.
- Monitors and enforces company standard operating procedures, rules and regulations, etc. Develops and maintains all safety related initiatives including, but not limited to, safety programs and incentives in coordination with the OSHA Coordinator.
- Supports the compliance with, and maintenance of, applicable food safety, food quality and regulatory programs.
- Audits operation for compliance with current Good Manufacturing Policies (jointly with Operations Manager and the Quality Manager).
- Communicates and Interacts effectively with internal management and employees as well as representatives and customers of the company.
- Maintains production related documentation and records Coaches employees on proper food and physical safety processes.
- Ensures proper company protocol is followed during injury occurrences.
- Coaches staff on proper use and care of equipment used in Pegasus Foods facilities.
- Develop and maintain accurate records, make mathematical computations, and prepare production reports, including daily throughput, yield, and waste logs, for example.
- Support and participate in plant-wide inventory counts, where requested.

- Monitors cleanliness of all processing areas in the plant.
- Complies with all state and federal Health and Safety codes.
- Provides hands on production duties as needed/required.
- Assumes additional responsibilities as assigned.

**REQUIRED SKILLS:**

- FSMA / HACCP Certification (preferred)
- Bachelor's Degree (preferred)
- Relevant Food Manufacturing Management Experience (>5-7 years)
- Must be experienced with food processing and packaging equipment
- Good interpersonal skills with prior supervisory/management experience
- Good computer skills with working knowledge of MS Word & Excel.
- Knowledge of Batchmaster, SAP or other ERP systems (highly preferred)
- Understanding of safe work practices, incident investigation techniques permit to work systems, management of change and safety & environmental regulations.
- Must have strong verbal and written communication skills for interaction with other site departments
- Leadership skills to develop a workforce through reward and recognition, coaching, corrective action and progressive discipline
- Able to facilitate efficient cooperation between departments
- Strong organizational skills with the ability to multi-task and react to changing priorities
- Ability to assess, prioritize and resolve plant issues
- 24-7 support mentality of plant issues/emergencies
- **MUST SPEAK AND WRITE FLUENTLY IN SPANISH**

**PHYSICAL requirements:**

Able to meet the physical requirements of the position including but not limited to: able to lift up to 55 lbs, stand/sit/walk for extended periods of time, squat/kneel, climb stairs/ladders, operate vibrating equipment/power tools/assistive transfer devices, able to grip/grasp/pinch and reach overhead, work in a variety of environmental conditions (heat, cold, dust, etc)





## JOB DESCRIPTION

**TITLE:** Production Processor

**LOCATION:** Rockwall, TX

**DEPARTMENT:** Operations

**REPORTS TO:** Production Lead

**JOB TYPE:** Non - Exempt

### **BASIC FUNCTION:**

Pegasus Foods, Inc. is a privately-owned frozen food company specializing in private label manufacturing of frozen dough, appetizers, bakery and dessert items for both retail and food service customers. The organization is seeking experienced production processors and packers to support a new plant startup.

Processors and Packers are expected to facilitate specific steps in food assembly. This could be a combination of various tasks including preparing food, dealing tortillas, operating machinery, hand-folding food, traying finished items, and packaging. This is a hands-on position, with continual standing.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Responsible of following Food Safety & Quality procedures
- Responsible of following and making sure all GMPs are being followed by them
- Responsible of notifying her Lead of any issue with the machinery through a work order
- Standing all day
- Not lifting no more than 50 pound with help
- Repetitive work, using their hands at all times

### **QUALIFICATIONS:**

- Experience working in a food manufacturing environment is highly preferred.

<b>Date</b>	<b>Revisions Made</b>	<b>Reason</b>	<b>Revised/Reviewed By</b>
7/15/2019	Added revision history log to description and Previous/Current Revision Date.	Traceability of changes & Annual Review	Michael C.



## JOB DESCRIPTION

**TITLE:** Production Lead

**LOCATION:** Rockwall, TX

**DEPARTMENT:** Operations

**REPORTS TO:** Production  
Supervisor/Manager

**JOB TYPE:** Non - Exempt

### **BASIC FUNCTION:**

Pegasus Foods, Inc. is a privately owned frozen food company specializing in private label manufacturing of frozen dough, appetizers, bakery and dessert items for both retail and food service customers. With construction already underway and plans to open its doors on a new 130,000+ SQFT plant in Rockwall, TX later this year, the organization is seeking experienced production processors and packers to act as “leads” to support a new plant startup.

Production Leads are expected to manage individual assembly lines and/or mixing/kettle operations. This would be a candidate with innate leadership qualities that is willing to grow with the organization and hold his/her team accountable to their production, safety and quality performance.

### **JOB DUTIES AND RESPONSIBILITIES**

- Supervise a team of 20-30 hourly employees on a specific production line.
- Responsible of following Food Safety & Quality procedures
- Responsible to following the pre-requisites programs
- Responsible of following all steps mentioned in the quality programs and make sure employees are complying with them
- Responsible for documenting and data entry of daily transactional data into organization’s ERP system
- Responsible of the food quality together with the QC technicians
- Responsible of inspecting the products, taking temperature, measuring, weighing, etc. all products while assembling, so they comply with all the requirements for each customer. These inspections must be recorded
- Responsible of following and making sure all GMPs are being followed
- Responsible of following all instructions on the recipes
- Responsible of separating all allergenic areas and alert all employees by placing an allergenic sheet in the entrance of each production
- Responsible of labeling all ingredients that make the finished product
- Responsible of maintaining all WIPs covered and labeled

Previous Revision Date: 4/01/2019

Current Revision Date: 7/15/2019

- Responsible of maintaining all racks properly identified
- Responsible of all machinery working properly
- Responsible of notifying the operations and maintenance manager of any issue with the machinery through a work order
- Responsible of notifying any machine or equipment that is broken through a work order
- Responsible, together with the QC technician, that all the product being packed is really frozen
- Responsible, together with the QC technician, that all product is being well packed, that it's not damaged, broken, etc.
- Responsible, together with the QC technician of verifying that all code dates, expiration dates, julian dates, etc., are correct in the juniors and master case label
- Responsible of recording all the information requested by the operations manager
- Responsible that all employees take their breaks and lunch, at the corresponding time
- Responsible that employees follow all the safety steps



## JOB DESCRIPTION

**TITLE:** Line Mechanic **LOCATION:** Rockwall, TX

**DEPARTMENT:** Maintenance

**REPORTS TO:** Maintenance and Engineering  
Manager

**JOB TYPE:** Non-Exempt

### **BASIC FUNCTION:**

Directly responsible for execution of activities within the Maintenance group to ensure a productive workforce that supports the facility

### **DUTIES AND RESPONSIBILITIES:**

- Interpret specifications, blueprints, and job orders to construct templates and lay out reference points for workers.
- Design equipment configurations to meet personnel needs.
- Conduct field walk-downs to identify and analyze corrective and preventive maintenance, modification.
- Assume and/or perform Maintenance Team duties as required; including vacation/outage coverage.
- Participates in various aspects of Maintenance Department management to support safe and efficient operation of the plant.
- Maximizing operating profit through using planned maintenance where it is more effective than alternatives.
- Maximizing equipment reliability through using planned maintenance most effectively.
- Perform repairs and modifications to plant facilities and equipment;
- Possess some knowledge of other trades (Instrumentation, Plumbing, Electrical, Boilers, HVAC, and ammonia refrigeration components);
- Work independent and / or with some supervision
- Read and understand blue prints and schematics;
- Has a very basic understanding of Process Control Systems related to refrigeration and site utilities
- Must be able to use a variety of test equipment, including digital and analog volt meters to calibrate and troubleshoot
- Perform other duties assigned.

### **QUALIFICATIONS:**

- experience in mechanical installation and maintenance work on plant electrical systems and equipment
- a broad knowledge of controls and mechanisms.
- Proficient in troubleshooting, design and optimization of hydraulic systems.
- Degree in technical field is a plus but not required
- Excellent problem solving, decision making and planning skills
- The ability to work in a team environment, which includes being self-motivated, accepting responsibilities, completing assigned action items, and participating in a proactive manner in all team events.

- Excellent interpersonal and communication skills required
- Ability to read engineering drawings/prints, manuals and schematics;
- Computer skills will be required to navigate through building automated systems which interface with utility equipment;
- Must have a basic knowledge of test equipment and chemistry to perform quality tests for cooling towers
- Must be able to qualify to operate a fork lift.
- Must be able to bend, reach, stoop, and kneel;
- Must be able to maneuver drums up to 700 lbs;