

# **AMYCEL • MONTEREY MUSHROOMS • SPAWN MATE**

## **NOTICE OF SALARIED POSITION**

**March 13, 2008**

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<b>TITLE</b>	Packing Supervisor
<b>LOCATION</b>	Monterey Mushrooms, Inc./Royal Oaks Facility (near Watsonville, CA)
<b>SUPERVISOR</b>	Packing Manager
<b>DATE OF OPENING</b>	Immediate

This position has overall responsibility for the receiving, storage, packaging and shipping of both packaged and unpackaged fresh mushrooms. Responsibilities include supervision and training of Packing Department personnel including forepersons and union represented hourly employees, maintenance of proper shipping and receiving documents, assurance that proper food sanitation and safety procedures are complied with, and coordination with the Sales Department for mushroom purchasing, customer satisfaction, and complaint resolution.

### **Essential Job Functions**

1. Supervise Packing Department to ensure that mushrooms are packaged as needed on a timely basis with a minimum of rework for optimum customer satisfaction.
2. Supervise the shipping of mushrooms so that the correct amount and mix of products are dispatched to each customer and that trucks depart on time.
3. Responsible for maintaining accurate product inventories and packaging records so that needed supplies are on hand without excessive stock, shrink is controlled and loss is minimized.
4. Responsible for the supervision and training of Packing Department supervisors, forepersons, and union hourly employees.
5. Responsible for implementation of HACCP and GMP practices under the direction of the Packing Manager.
6. Responsible for cost center control, optimum use of personnel and overtime control.
7. Responsible for operational readiness of equipment and packing lines working in coordination with the Maintenance Department.
8. Responsible for interfacing with the Union representing the company's hourly employees.

### **Requirements**

A Bachelor of Arts or Bachelor of Science undergraduate degree, preferably in business administration or other related discipline. Bilingual English/Spanish preferred, bi-cultural a plus. Candidate must demonstrate computer skills, especially with Word, Excel and preferably Access. Employer is willing to train the right candidate.

For additional information or to apply for this position, contact Ed Stoll, Human Resources Manager at (831) 274-5563, e-mail: [estoll@montmush.com](mailto:estoll@montmush.com) Fax: (831) 274 - 5600.