



JOB DESCRIPTION

PRODUCTION COORDINATOR, RAW PRODUCT

OBJECTIVE

Reporting to the Operations Manager, the Production Coordinator, Raw Product is responsible for coordinating and overseeing the daily processing of raw product within the production facility. This role ensures raw products are washed, sorted, and staged safely, accurately, and efficiently to meet production schedules, quality standards, and food safety requirements.

QUALIFICATIONS

Education:

- University degree / college diploma or equivalent
- Equivalent work experience considered in place of education requirements

Experience & Skills:

- 1-2 years of experience in a production environment
- Proficient in Microsoft Office (intermediate level in Microsoft Excel)
- Ability to communicate in a data-driven environment
- Strong problem solving skills
- Strong organizational and prioritizing skills
- High attention to detail and able to multi-task
- Excellent verbal and written communication skills
- Ability to lift up to 50lbs and stand for long periods of time throughout the workday
- Flexibility and willingness to work overtime as required, including evenings/weekends

PRINCIPAL RESPONSIBILITIES

1. Utilize the ERP system (Famous) to consume resources and allocate costs.
2. Coordinate and oversee day-to-day raw product processing activities to ensure safe, efficient, and accurate flow through the raw product department.
3. Ensure raw product is received, handled, washed, sorted, and staged in accordance with production schedules, quality standards, and food safety requirements.
4. Monitor raw product flow and throughput in real time to support downstream production and minimize disruptions.
5. Coordinate line changeovers and product transitions to maintain production continuity and efficiency.
6. Verify raw product specifications, grades, and quantities to ensure accuracy and compliance.
7. Identify, assess, and respond to quality, yield, and downtime issues as they arise.

8. Escalate risks, constraints, and operational issues in a timely manner and drive immediate corrective actions.
9. Communicate effectively with Operations, Quality Assurance, Maintenance, and Warehouse teams to align priorities and resolve issues.
10. Support continuous improvement initiatives focused on throughput, yield, waste reduction, and operational efficiency.
11. All other duties as required by the Operations Manager.