



Sitka, Alaska

4400 Sawmill Creek Rd. Sitka, Alaska 99835

Phone: 907.747.7996 Fax: 907.747.7997

Job Description: ASSISTANT PRODUCTION MANAGER

The assistant Production Manager will serve as an opposite to the Production Manager in a 24-hour production situation. An assistant Production Manager will uphold expectations set by the Production Manager and Silver Bay Seafoods standards.

Reports To: Production Manager

Assists: Production Manager, All Department Heads

Pay: Hourly rate; Commensurate with experience, ability and local conditions;

Effective: January 1, 2011

DUTIES AND RESPONSIBILITIES

The Assistant Production Manager will aid the Production Manager with the following:

- Overseeing the production process
- Ensuring that production is cost effective
- Ensuring that products are produced in a timely manner and are produced within quality guidelines
- Foreseeing potential problems before they happen
- Liaising among different departments
- Working with department heads to uphold and implement Silver Bay policies and goals
- Ensuring health and safety guidelines are followed
- Supervising and motivating a team of workers
- Identifying training needs, and ensuring proper training is provided
- A large part of an assistant production manager's job is dealing with people. It is important to treat people with respect and treat others how you would like to be treated yourself.

GENERAL SKILLS, KNOWLEDGE AND ABILITIES

The incumbent must have proficient knowledge in the following areas:

- HACCP and SSOP
- OSHA standards and regulations;
- Fair labor standards;
- Workmen's comp principles;
- Knowledge of basic bookkeeping principles;

REQUIRED SKILLS AND ABILITIES

The candidate must demonstrate the following skills:

- Management skills;
- Excellent interpersonal skills;
- Team building skills;
- Analytical and problem solving skills;
- Decision-making skills;
- Effective verbal and listening communication skills'
- Attention to detail and high level of accuracy;
- Very effective organizational skills;
- Effective written communication skills;
- Computer skills including spreadsheet and word processing programs;
- Stress management skills;
- Time management skills;
- Patience and self confidence
- Good judgment

PERSONAL ATTRIBUTES

The candidate must maintain strict confidentiality in performing the duties of a Production Manager. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy;
- Be respectful;
- Possess cultural awareness and sensitivity;
- Be flexible;
- Demonstrate sound work ethics;

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position requires a versatile candidate. The working environment can be stressful and fast paced; the ideal candidate will be motivated and organized. At different points in the year the Assistant Production Manager will work odd hours depending on workload. It is important that this individual can perform and oversee these duties at varying times of the day.

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Application for Employment

Silver Bay Seafoods, LLC

4400 Sawmill Creek Road Suite B

Sitka, Alaska 99835

Phone: (907) 747-7996

Fax: (907) 747-7998

It is the policy of Silver Bay Seafoods to provide equal opportunity with regard to all terms and conditions of employment. Silver Bay Seafoods complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age or any other protected characteristic.

NAME: (First, Middle, Last)

HOME ADDRESS:

(Number, Street, Apartment/Unit No.)

CITY, STATE, ZIPCODE:

MAILING ADDRESS:

☐ Check here if same as home address

HOME PHONE NUMBER:

(Include area code)

CELL PHONE NUMBER:

POSITION APPLIED FOR:

**Would you accept
full-time work?**

☐ YES

☐ NO

**On what date would you be
available for work?**

**Would you accept
Part-time work?**

☐ YES

☐ NO

**Have you ever been employed by
Silver Bay Seafoods before?**

☐ YES

☐ NO

If YES, indicate dates employed:

**Do you have a legal right to be
employed in the US?**

☐ YES

☐ NO

If YES, proof is required when hired.

If you are under 18, can you
provide a work permit if required?

☐ YES

☐ NO

EDUCATIONAL BACKGROUND

High School – NAME AND LOCATION:

Did you graduate? ☐ YES ☐ NO

☐ Diploma

☐ GED

College – NAME AND LOCATION:

Did you graduate? ☐ YES ☐ NO

Degree or Diploma,
Course of Study:

Graduate School – NAME AND LOCATION:

Did you graduate? ☐ YES ☐ NO

Degree or Diploma,
Course of Study:

Vocational – NAME AND LOCATION:

Did you graduate? ☐ YES ☐ NO

Degree or Diploma,
Course of Study:

Continuing Education:

Form 400/v. 060108

PREVIOUS EMPLOYERS AND ADDRESSES

Place an X by the employer(s) you do not want us to contact. List the most recent employer first.

1.	Company Name:	_____	Phone: ()	_____
<input type="checkbox"/>	Contact Name:	_____	Employed From (month/year):	_____
	Address:	_____	Employed To (month/year):	_____
	Position:	_____	Last Wage:	_____
	Reason for leaving:	_____		
2.	Company Name:	_____	Phone: ()	_____
<input type="checkbox"/>	Contact Name:	_____	Employed From (month/year):	_____
	Address:	_____	Employed To (month/year):	_____
	Position:	_____	Last Wage:	_____
	Reason for leaving:	_____		
3.	Company Name:	_____	Phone: ()	_____
<input type="checkbox"/>	Contact Name:	_____	Employed From (month/year):	_____
	Address:	_____	Employed To (month/year):	_____
	Position:	_____	Last Wage:	_____
	Reason for leaving:	_____		
4.	Company Name:	_____	Phone: ()	_____
<input type="checkbox"/>	Contact Name:	_____	Employed From (month/year):	_____
	Address:	_____	Employed To (month/year):	_____
	Position:	_____	Last Wage:	_____
	Reason for leaving:	_____		

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I understand that if hired, I may be required to undergo a physical examination, have a photograph taken, and drug and alcohol test either if my job requires a commercial drivers license (CDL), or if I should become involved in an accident while on duty, on company premises, on job sites, or in a company vehicle, or if a reasonable suspicion of drug or alcohol use exists based on my performance, appearance, an/or behavior. The examination and the test will be performed at the employer's expense, by the employer's representative.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing information about me.

I acknowledge that I have read this authorization and release, fully understand it, and fully and voluntarily agree to its provisions.

Applicant's Signature _____ Date _____