

# JOB POSTING

**Title/Position:** Cookie Production Planner

**Department:** Cookie Production

**Supervisor:** Cookie Plant Manager

**Hours/Shift:** Full Time

**Pay Rate:** Commensurate with experience

**Approved:** \_\_\_\_\_

---

## **JOB SUMMARY:**

Plan production schedule based on current orders, projections and material inventory. Manage inventory of material and finished products based on the production schedule. Communicate needs with various departments at cookie, Hermitage cone and Lemars Wafer plants to fulfill the production schedule.

## **ESSENTIAL FUNCTIONS:**

- Good attendance (as defined by attendance policy)
- Proficiency or ability to learn the following computer programs: Microsoft Office (Word, Excel, Power point), AS/400, Joy website, Kronos, Infor Browser.
- Stoop, kneel, climb or squat on an occasional basis
- Use hands to grip, pinch, handle, reach, or feel on a frequent basis
- Stand and walk on a continuous basis and climb stairs on a frequent basis
- Possess manual dexterity
- Able to perform repetitive tasks up to 12 hours per day
- Must be able to travel occasionally.

## **RESPONSIBILITIES:**

- Schedule Production based on orders, projections and inventory.
- Coordinate with sales and order entry for meeting customer demand on time.
- Schedule Cycle Counts, and physical inventories to ensure accurate inventory of all materials and finished goods.
- Work with Purchasing to ensure that packaging and raw materials are on hand to support the production schedule.
- Coordinate with traffic to pick-up material on schedule.
- Coordinate with warehouse to unload material.
- Supplier approval verification.
- Post Receipts.
- Order MRO and other misc material.
- Communicate down time, root cause and resolutions needed from support personnel and / or vendors.
- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences
- Other duties as assigned.

## **ASSIGNMENT, REVIEW & APPROVAL OF WORK:**

- Under the direction of the Cookie Plant Manager, activities are assigned and conducted according to company policies and procedures.

## **QUALIFICATIONS:**

Basic reading, writing and mathematical skills required. Must understand and have full knowledge of production process and floor equipment. Employee needs to possess strong communication skills. High school diploma or equivalent is required. College degree preferred. Two to four years of manufacturing experience preferred.