

<b>POSITION TITLE:</b>	Retail Lead	<b>Tier:</b>	1
<b>REPORTS TO:</b>	Plant Manager	<b>Date Reviewed:</b>	06/25/2026
<b>DEPARTMENT:</b>	Retail	<b>Date Approved:</b>	
<b>TYPE OF POSITION:</b>	Full-Time/Non-Exempt	<b>Revision #:</b>	2
<b>OFFICE LOCATION:</b>	Valley City, ND		

**POSITION DESCRIPTION:** This position oversees all retail aspects of the food plant including but not limited to complying with all quality, sanitation and safety requirements. The position will work with other departments including maintenance, sanitation and scheduling.

**RESPONSIBILITIES AND DUTIES:**

- Provide leadership for the successful day-to-day operation of the retail department.
- Conduct inventory analysis of retail supplies and ensure there are materials and equipment ready.
- Analyze packing equipment to make recommendations on continual improvements.
- Work closely with production and quality assurance personnel to review product quality consistency while monitoring yield rates and waste to determine trends and areas of improvement.
- Ensure retail paperwork is completed accurately and in a timely manner.
- Supervise the retail processes, ensuring quality work is done in a safe, efficient manner.
- Manage retail staff to ensure lines are running efficiently and operating at least 80% of the shift.
- Ensure preventive maintenance is completed outside of shift needs.
- Ensure lines are ready to start up within 30 minutes of employees punching in.
- Ensure lines shut down for the shift not more than 30 minutes of employees punching out.
- Report to management on startup times, pounds, or fills per shift and shutdown times.

**QUALIFICATIONS:**

- Well organized with attention to detail.
- Excellent communication skills.
- Ability to make decisions.
- Experience and knowledge of manufacturing procedures.
- Willing to learn new skills.
- Ability to work and gives hands-on training when needed.
- Ability to work the retail line daily.
- Computer literate for many different tasks.

**EXPECTATIONS:**

- Line changeovers completed in 1 hour or less.
- No more than five employees on a line unless an unusual item/size being packed.
- Labels and printing verified before startup – zero rework for printing.
- Packets completed the same day as the job completed.
- Line startup and shut down within 30 minutes of employees punching in and out.
- Lunch breaks coordinated at the completion of pallets.
- Breaks rotated to keep line running during morning and afternoon breaks.
- Each line will have equipment in place, sanitized and verified working prior to line startup.
- Product staged for packing prior to line startup.

**BACK UP:** Plant Manager, Milling or MRP Production

<b>Name:</b>		<b>Date:</b>	
<b>Signature:</b>			
<b>Manager Name:</b>		<b>Date:</b>	
<b>Signature:</b>			

