

## Production Manager

- **Performance Measures: Responsible for the maintenance, cleanliness and organization of all assets including but not limited to the following:**
  - Inventory
  - Warehouse facilities
  - Grounds
  - Fleet
  - Equipment
  - On budget execution
  - Operate ethically and morally
  - Must be a positive steward of the company
  - Responsible for executing all task outlined by Operations Manager
- **Reports to Operations Manager**
- **Direct reports include all warehouse crew members**
- Participate in all Coordination Meetings
- Participate in all Production Meetings
- Responsibilities:
  - Implement, manage and improve current systems:
    - Process management
    - Proper Loading and Unloading Trucks
    - Budget Management
    - Oversee Transfers
    - Inventory and Fleet Maintenance
    - Assist Operations Manager in creating weekly safety topics
    - Assist Operations Manager in preparation of production schedules
    - Oversee vehicle maintenance schedules, tag renewals etc
  - Warehouse Management
    - Inventory maintenance
    - Quality and cleanliness of warehouse and equipment
    - Maintain accurate inventory counts
    - Create innovative cost saving mechanisms
    - Oversee the dish, linen, and tent washing operations
    - Organize warehouse safety programs
    - Receiving and organizing deliveries
    - Overseeing Zone System
- Tailgate Guys Game Days
  - Participate in the management of Tailgate Guys Game Day Operations
  - All Set-up/Break-down/Clean-up
  - Assist other managers in all post-game breakdown activities
  - Outside Events
- Preferred Qualifications:
  - Carpentry and/or Welding Certifications or experience in both fields