



Agricultural Operations Specialist 5 (Creamery Manager)



Job Number: 62212

Link to Job on Job Website: <https://psu.jobs/job/62212>

Announce Start Date: 03/01/2016

Announce End Date: Open Until Filled

The Berkey Creamery, located in the Food Science Department at The Pennsylvania State University, is seeking a Creamery Plant Manager. The successful candidate must have a Master's degree in Food Science or a related field and substantial relevant knowledge and experience in commercial dairy products (e.g. ice cream, milk, cultured products, cheese, etc.) processing including quality control, production scheduling, processing systems, personnel management and relevant food safety and other regulatory requirements. Candidates must have excellent management skills; be committed to development and implementation of practices promoting a culture that is conducive to effective and inclusive relationships among diverse groups of employees; be able to communicate and connect University initiatives to unit mission and activities; demonstrate dedication to and facilitate exemplary customer service; actively pursue career growth and development of job skills of employees; and develop and implement quality improvement practices and processes.

Duties and responsibilities

1. Manage overall operation of the Creamery and the effective use of personnel, equipment, and materials to produce quality dairy products.
2. Supervise Creamery staff and technical service personnel, including hiring, training, and scheduling. Evaluate performance, and ensure adherence to Union-University Agreement.
3. Assign personnel and provide Creamery facilities to meet the teaching, research and extension needs of the Food Science Department.
4. Respond to requests from industry for information regarding issues related to processing, quality, and regulatory issues.
5. Provide training opportunities and resources for milk sanitarians.
6. Maintain the highest standards of sanitation and compliance with all applicable food safety regulations. Maintain appropriate state certification and all permits and licenses required by FDA and PDA.
7. Administer budgets and make financial projections pertaining to operation of the Creamery. Maintain the financial self-sufficiency of the University Creamery.
8. Responsible for inventory control procedures and records systems that are compatible with College and University requirements.
9. Develop and implement a supplier control program for all ingredients and supplies used in the Creamery. Procure milk, select and order other ingredients and supplies required for producing products in the Creamery.
10. Responsible for maintaining the physical plant to insure its long range effectiveness while adjusting space and equipment to meet changing markets.
11. Foster excellent service to Creamery customers while maintaining the outstanding national reputation of Creamery products. Represent the Creamery as an important public relations asset for

the Department, College and University with internal and external constituents including donors, legislators, and other public officials.

12. Maintain a spirit of cooperation with other units in the University including the dairy barns operation, the University dining halls and the Nittany Lion Inn, The Penn Stater and other Penn State Properties.
13. Maintain skills and knowledge by participating in continuing education and professional development activities. Represent the creamery and serve as member of professional organizations; attend professional meetings as needed.
14. Responsible for overall oversight for safety in the creamery facility to include providing appropriate training; completing safety inspections; conducting accident investigations; and tracking, identifying and resolving gaps in the crew safety plan.
15. Serve as Creamery facility contact on the process management team for the ammonia alarm system. Participate on College Safety Council and various safety/preparedness committees as requested.
16. Identify opportunities for improvement and innovation or expansion of services.
17. Perform other duties as assigned.

Typically requires a Master's degree or higher plus twelve years of related experience, or an equivalent combination of education and experience.

Supervision

This position reports to the Head of the Food Science Department. Duties and responsibilities are performed under general direction and from interpreting University policy with regard to general objectives. Thorough knowledge of University policies and procedures is required in their application to cases not previously covered. Work is performed independently toward general results and requires devising new methods or modifying or developing standard procedure to meet new conditions. Problems are rarely referred.

Review of applications will begin immediately and continue until a suitable candidate is identified. Due to the financial or fiduciary responsibilities of this position, successful completion of a credit history check will also be required in addition to standard background checks. This position requires that the successful candidate operate a motor vehicle as a part of the job duties. A valid driver's license and successful completion of a motor vehicle records check will be required in addition to standard background checks

Review of applications will begin immediately and continue until a suitable candidate is identified.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.