



JOB TITLE: Plant Operations Assistant
REPORTS TO: Production Manager

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

Pepsi-Cola Bottling Company of Central Virginia is searching for a **Plant Operations Assistant** to play a pivotal role in the daily operations of our Pepsi Production Department. Our ideal candidate wants to be the "Go-To" person in the department. They are also comfortable with technology, has a "no job is too small" attitude and prefers to be on the production floor versus stuck in an office. Resourcefulness is key and the ability to problem solve independently quickly is important to this position's success. This position reports to the Production Manager.

The pay range is \$17.00 to \$22.00 per hour, depending on experience. Text PEPSICVA to 22100 for an immediate call back!

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
- Comprehensive health and wellness benefits
- Great Paid Time Off!
- Company paid life and disability insurance
- Tuition Reimbursement
- 401(k) with employer match and profit sharing
- Learning and development opportunities
- Working with an essential company with stable employment
- And more . . .

A TYPICAL WEEK FOR OUR PLANT OPERATIONS ASSISTANT:

- Work with the production supervisor and quality control/maintenance supervisor to manage the Production department to ensure adequate product supply, high quality and lowest possible costs.
- Work with production supervisor and quality control/maintenance supervisor and other departments as applicable to schedule, forecast, order and inventory raw materials for weekly production runs.
- Coordinate with production supervisor and quality control/maintenance supervisor and other department facilitators/supervisors to provide guidance and direction to the production floor personnel.
- Ensure product quality in accordance with Company standards and local, state and federal regulations to maintain proper Company image.
- Ensure all food safety standards are met and maintained.
- Ensure proper documentation for all company policies and procedures is completed and verified as required by company policy.
- Work with production supervisor and quality control/maintenance supervisor, company management and department supervisors to develop, motivate, train and direct staff in their respective duties.
- Effectively communicate relevant information in a clear, timely and accurate fashion to employees, management, and other departments.

- Ensures that company policies, standards and procedures are met and followed and maintained in accordance with established company policy (i.e.: Good Manufacturing Practices, OSHA, FDA, PepsiCo and AIB standards, FSSC 22000, etc).

WHAT YOUR BACKGROUND LOOKS LIKE:

- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Some production/manufacturing/warehouse experience
- Ability to work independently and as part of a team in a fast paced environment
- Solid oral and written communication skills
- Top notch professional demeanor
- An overall knowledge of production operations is a huge plus!
- Be willing to obtain PCQI certification.

Family owned and operated for since 1908, Pepsi-Cola Bottling Company of Central Virginia is an Equal Opportunity Employer.