

# Fresh Start Pallet Products, LLC, Hartford Connecticut

**July 10, 2020**

**POSITION TITLE:** Manager, Operations

**REPORTS TO:** Vice Chairman of the Board

## **ORGANIZATION DESCRIPTION**

Fresh Start Pallet Products LLC is a 501(c)(3) organization in Hartford, CT, founded in 2015 to employ individuals seeking second chances in life. Many of our people have been homeless, are recovering from substance abuse, or are refugees to this country. Our mission is to RECYCLE resources and REBUILD lives.

Workers earn a regular paycheck — for many, their first in years. We employ 5-8 people with the objective of growing significantly beyond that. Through partnerships with community agencies such as InterCommunity, Inc., Wheeler Health and Wellness Center, and Catholic Family Services, we maximize employees' opportunities for success by supporting the whole person. We manufacture indoor and outdoor furniture from discarded wooden pallets or other wood products, do custom work, and do contract work with key partners in the Hartford area. Our shop is 12,000+ square feet, containing commercial grade saws, sanders, planers, drills, and other equipment used to produce engineered furniture.

## **DUTIES AND RESPONSIBILITIES**

- Manages the shop staff members — leading, coaching, and giving feedback to ensure optimal performance
- Schedules staff members' work time and ensures they adhere to all shop and safety rules
- Leads and supervises all aspects of our manufacturing operations
- Develops a control system for material and supplies inventories
- Evaluates and improves workplace safety, efficiency, productivity, and quality
- Plans and executes periodic equipment maintenance
- Plans and prioritizes the shop schedule, including product pick-ups and deliveries
- Ensures customer satisfaction
- Helps the Board of Directors to support and enable the manufacturing team, while teaching them all aspects of manufacturing, safety, maintenance and quality-control
- Helps determine the need for additional equipment and the layout of the shop area
- Works as a member of a team that includes volunteers, Board members, and community organizations
- Engages in actual manufacturing and production work as demand requires
- Participates in product pricing decisions with the President/Chairman and Board leaders
- Seeks ways to reduce production costs as a means to make products more affordable
- Participates in decisions about sales promotions, marketing, and marketing materials
- Contributes to the development and implementation of a sales and order tracking system
- Assists in modifications to improve accounting and financial management system
- Interacts with the Treasurer, the Accountant, and the Bookkeeper to track revenue and expenses.

## **QUALIFICATIONS**

The qualified candidate will understand and passionately support our mission; commit to a regular schedule of at least 20 hours a week; communicate effectively with all stakeholders; have a positive attitude; learn the dynamics of our workforce; have supervisory experience in a manufacturing or similar environment; know carpentry, shop dynamics, and machinery; be able to read blueprints.

## **HOURS AND COMPENSATION**

Compensation is based on experience and skills. This position is ideal for a qualified person who cares about the world and wants to make a difference in it.

## **APPLICATION PROCESS**

Please submit resumé or your career bio, plus a letter of introduction to Rick Kremer at [rickkremer@aol.com](mailto:rickkremer@aol.com).