



Production Scheduler

About Us

Little Colorado Meats is a newly formed business who will harvest and process USDA inspected meats. It is LCM's goal to connect underserved and food insecure communities and residents with healthier and more accessible, locally produced meats and at the same time expand market opportunities for local livestock produce. Located in the beautiful White Mountains of Arizona in Eagar, we will provide our local producers a place to have their animals harvested and packaged.

Job Role & Summary

The role of our Production Scheduler will be to communicate with our producers to assist with the scheduling of animal harvesting. This position will be the front-line person working with each of our producer customers to make sure each experience with LCM is exceptional.

Responsibilities

- Initiates all paperwork for incoming requests for livestock harvesting.
- Contacts producers for scheduling drop-off of animals or for mobile harvesting.
- Responds to all emails concerning harvesting or processing of livestock.
- Continually monitors producers accounts to verify all information is accurate.
- Ensures producer paperwork is in order
- Ensure producer account is current before scheduling additional services
- Organizes workflow and scheduling by reading and routing correspondence, collecting customer information, and managing assignments.
- Reviews harvesting and processing schedules to verify the upcoming two-week schedule is complete.
- Reviews harvesting and processing schedules daily and notifies harvesting and processing staff of special circumstances or requests
- Provides harvesting and processing staff with daily schedule first thing in the morning.
- Produces the schedule for the following two-weeks to be provided to USDA every Friday.
- Contacts producers the day before their scheduled harvest to verify details

- Manages department schedule by maintaining calendars for the harvesting unit and the processing department.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Skills

- Microsoft Office skills
- Excellent communication skills
- Customer service skills
- Ability to read and write effectively in English
- Patience and a sense of humor
- Ability to read a harvesting/processing order
- Professionalism, confidentiality, and organization
- Travel logistics
- Team player
- Capable of lifting, dragging and carrying a minimum of 30 lbs.
- Basic math skills

Qualifications:

- A high school diploma or GED
- Current Food Handlers Card (or procuring one within 30 days)

Knowledge:

- Understanding of cattle/livestock production
- Basic knowledge of harvest and meat cutting processes
- Geographic knowledge of the region
- Understanding supply chain principles

Benefits:

- Paid vacation (FT only)
- Accrued sick leave
- 2 personal days a year

How to apply: Complete online employment application on LittleColoradoMeats.com

Contact Information:

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