



230 25th Ave West
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Assistant Manager / Butcher Job Description

Montana Premium Processing Co-op is hiring an Assistant Manager. MPPC is a growing company located in the “Crown Jewel of the Hi-Line”, Havre, MT. Candidates need to have a commitment to supporting Montana Livestock producers and the meat processing industry. The assistant manager must have in-depth knowledge in meat processing and USDA requirements. Candidate will oversee the cutting, preparation, and packaging of meat products in support of the general manager. Responsible for maintaining quality, managing inventory, and ensuring compliance with health and safety regulations. Tasks include managing business logistics, training staff, customer service, and operational management.

Responsibilities:

- Support General Manager with business oversight and USDA compliance
- Manage the daily operations of the drop-off, harvest, and processing rooms
- Supervise the work of other butchers and meat cutters
- Order inventory and supplies to maintain adequate stock levels
- Ensure all equipment is maintained and in good working condition
- Ensure compliance with food safety and sanitation regulations
- Develop and implement strategies to increase sales and profitability
- Train new employees and provide ongoing training for current staff

Educational Requirements:

- Prefer degree in meat science or business administration
- Minimum of 3 years work experience as a butcher, with a preference of 2 years in a Management or Supervisor position
- Strong knowledge of meat cuts and preparation methods
- Strong knowledge of health and safety regulations for harvesting animals, raw foods, and USDA procedures

Skill and Abilities:

- Ability to manage inventory and order supplies as needed
- Excellent communication skills to effectively train & manage a team of meat processors
- Flexibility to work early mornings, evenings and an occasional weekend as required
- Physical stamina to stand for extended periods of time and lift up to 90 lbs.
- Attention to detail to ensure high quality of products and minimize waste
- Willingness to continuously learn and adapt to new techniques and industry trends
- Expectation to cover all operational tasks with General Manager to meet production goals

Salary:

- Salary range is \$50-70,000 dependent on experience
- Company benefits include all major holidays are paid days off & one week paid vacation after a year of employment.