

Join Our Team!

Position: Facility Manager

Company: CIVC Montana

Location: 141 Andrea Drive in Belgrade, MT 59714

About CIVC:

CIVC is a growing gluten-free grain processing and co-manufacturing facility in Belgrade, MT—just outside of Bozeman. We work with farmers in the Mountain West and High Plains regions to process and sell their organic and regenerative oats, buckwheat, and millet to brands and consumers that value pure and delicious U.S. grown food.

CIVC's purpose is to build and nurture a community-based supply chain that treats farmers as valuable partners, supports the success of organic and regenerative brands, and provides the public delicious, pure food products with superior nutrition at prices they can afford. Our anchor brand is ZEGO, a leader in clean-label food brands (www.zegofoods.com).

If you want to be part of a mission that supports healthier people, healthier farms, and a more trustworthy food system—and you like being part of a tight-knit, respectful, and motivated team—this could be just the right fit for you.

Position Overview:

We're looking for a full-time Facility Manager to oversee and grow our grain milling and co-packing operations. You will manage the physical facility, equipment, and production team to ensure efficient, safe, and high-quality operations. We will provide training as needed.

This role is more than a job—it's your chance to shape the future of our company. If you're excited by the challenge of scaling a mission-driven plant with high standards and big ambitions, we want you at the helm!

Key Responsibilities

Facility & Equipment Oversight

- Lead design improvements and changes to make operations smoother and safer
- Keep the facility clean and in top working order
- Schedule and manage maintenance and repairs
- Help bring new equipment online

Production & Team Leadership

- Manage day-to-day production and support the team
- Build and lead a team with a strong culture of responsibility, collaboration, and care
- Plan schedules and staffing to keep things running efficiently

Quality & Compliance

- Work with quality and safety teams to meet food safety, gluten-free, and organic standards
- Be ready for inspections and keep documentation organized
- Support a strong food safety culture across the team

Strategy & Continuous Improvement

- Help grow our co-packing capacity and improve systems
- Track plant performance and find ways to boost efficiency and quality
- Participate in leadership planning and long-term strategy

What We're Looking For

Candidates for this position may come from manufacturing, food safety and quality, or business sectors. Prior food manufacturing experience is desired but not required.

Must-Haves

- You enjoy working with people and building strong, supportive teams.
- You care about farm health, small brand success, and nutritious, clean food.
- You are detail-oriented, organized, and follow through on your plans

- You are quick on your feet and ready to solve problems as they come up.
- You are committed to continuous improvement, always finding better ways to do things.

Preferred Experience

- Food or facility manufacturing experience
- Mechanical skills or comfort with production equipment
- Knowledge of food safety certifications like SQF, HACCP, GMP
- Microsoft Office skills; experience using production/inventory software like Cin7 or Acctivate

Compensation

- **Salary:** \$70,000 – \$115,000, varies widely depending on experience and training required
- **Benefits:** Health coverage, paid time off, and possible bonuses
- **Schedule:** Full-time; in-person role with minimal travel

To Apply:

Please call (406) 282-4418 and leave a message with the following information (please follow each step).

1. Your name (please spell your name)
2. Your phone number
3. Your email
4. A short summary of your experience
5. Why you're excited about this role and our company
6. What city and state you live in now
7. When you could start
8. Repeat your name (please spell again) and phone number

Thank you! If this isn't the right fit for you, please pass it along to someone who might be a great match.