

## **Job Description / Performance Base Competency Assessment**

**Position Title: Production Supervisor**

**Position Reports To:** Production Manager

### **Position Summary:**

Production Supervisor is responsible for all personnel activities in the production area. This includes all lines from raw material delivery to brine can palletizing. The Production Supervisor may be assigned other projects as required.

**Education: (Include licenses, certifications, permits)** High School diploma or equivalent. Preference for a Better process School diploma, but will send if other qualifications met. Management training preferred. College a plus

**Experience / Qualifications** Five years supervisory experience in a food-manufacturing environment. Thorough knowledge of canning and/or flexible pouch filling, closing, cooking processing lines. High acid as well as low acid processing knowledge preferred.

**Skills / Abilities** Strong communication skills, attention to details, ability to motivate employees a must. Ability to handle multiple tasks at on time. Able to deal with employees in an honest and strait forward manner.

**Physical Demands** Good physical and mental health, sound judgment and high moral standards and a sincere desire to work with individuals from varied backgrounds.

### **Duties and Responsibilities**

**Food safety is the responsibility of every employee. Any issues should be brought to the immediate attention of area supervisor of manager.**

1. Ensures adherence to company rules and policies including but not limited to, GMP's, USDA regulations, FDA regulations, and OSHA regulations.
2. Responsible to supervise, council, and provide training for all direct reports.
3. Responsible to keep all production lines running in a safe, efficient manner while adhering to quality standards.
4. Makes recommendations to the Production Manager to assure continuous improvement in all areas of responsibility.

5. Creates daily/weekly schedule for all direct reports.
6. Accurately enters all information in efficiency reporting system.
7. Accurately enters all information in time/attendance system.
8. Responsible for proper, accurate documentation, including but not limited to disciplinary issues, safety issues, OSHA 2000 reports.
9. Responsible for proper, accurate documentation of all direct reports.
10. Meet or exceed objectives set forth by management.
11. Maintain effective communication with direct reports, Packaging Department, Personnel Manager, Production Manager on rail activity.
12. Work directly with direct reports on technical issues.
13. Provide timely information to the Maintenance Department on Maintenance issues.
14. Any and all responsibilities assigned by Operations Manager.
15. Understanding of Assististics software and resolving inventory issues that arise.
16. May be required to work on special projects as needed.
17. Maintain a positive teamwork atmosphere by actions, communicating and helping co-workers.