

<b>Employee Name:</b>	
<b>Department:</b>	Operations
<b>Job Title:</b>	Production Supervisor – Salary (EXEMPT)
<b>Reports to:</b>	Production Manager
<b>Approved by:</b>	Production Manager
<b>Approval date:</b>	01/15/2019

**Job Summary:**

To manage food production area. Make sure the manufacturing processes run smoothly, are cost-effective and deliver products on time. Ensure the sanitation of the production area. Responsible for oversee food processing facilities and procedures. Supervise employees and monitor product quality. Make sure employees and procedures comply with state and federal regulations.

**Essential Job Functions:**

- Monitor production flow and product flow to enhance productivity, cost/waste control, and maximization of labor efficiencies
- Maintains records for tracking batches. Tracks productivity for production employees in the Hot and Cold Pack department while meeting and exceeding efficiency standards.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- Oversee economic and operating performance
- Set short and long term goals and provide timely corrective actions for significant deviations from the plan
- Continuously evaluate and measure current performance against budget and forecasts shared as a group in weekly meetings
- Formulate and recommend manufacturing plans and policies that guide the organization to maintain and improve its operations
- Develop and implement capital spending plans that meet the ongoing needs for facilities equipment and productivity improvements
- Guide key functional managers with regard to quality, safety, security, labor reporting, training, staffing, and employee relations
- Ensure the optimal use of human, technical, financial, and material resources in achieving company goals
- Provide clear communication with workforce and external interfaces; ensure departmental work methods are compatible with company standards and customer requirements
- Cooperates with the Quality Control and Quality Assurance Departments to insure compliance with all quality SOP's. Supports the Quality and technical departments with any audits, be they GMP Certifications, Organic Certifications, or Audits by Government Regulatory Agencies.
- Ensure the compliance of safety, Good Manufacturing Practices, health, environmental, and quality guidelines as outlined in the business plan and as required by regulations and customer requirements

**Key Performance Indicators:**

- ✓ Net Profit
- ✓ Team Building
- ✓ Employee satisfaction
- ✓ Customer Satisfaction
- ✓ Product quality excellence
- ✓ Control of cost variance and waste
- ✓ Food safety compliance
- ✓ Frequency and severity of work accidents
- ✓ Labor/Food/Waste cost

**Qualifications/Requirements:**

Excellent time management, attention to detail, verbal and written communication skills, listening, decision-making, and organization skills required. Excellent computer skills required, including Microsoft Word and Excel skills. Excellent interpersonal skills needed, including coaching, team-building and training skills.

- Minimum 5+ years of relevant supervisor and operations experience, preferably in a food manufacturing environment.
- Strong financial knowledge and proven ability.
- Ability to build, develop, and maintain strong cross-functional teams.
- Advanced presentation, great communications, and interpersonal skills.
- Results-oriented business manager.
- Demonstrate strong leadership and strategic thinking skills.
- Strong knowledge in new technologies to improve productivity.
- Strong experience in multi-shift production and proper assignment of production schedules.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

<b>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT</b>											
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting						X					
b. Walking						X					
c. Standing						X					
d. Bending			X								
e. Squatting	N/A	N/A									
f. Climbing	N/A	N/A									
g. Kneeling	N/A	N/A									
h. Twisting	N/A	N/A									
i. Lifting			X								

LIFTING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	0-10 Lbs.	10-15 Lbs.	15-30 Lbs.	Over 30 Lbs.
2a. HAND MANIPULATION REQUIRED? <u>  X  </u> Yes (If yes, complete a,b,c,d,e) <u>      </u> No				
2b. Repetitive hand movements? <u>  X  </u> Yes <u>      </u> No				
2c. Simple Grasping?	Right Hand <u>      </u> Yes <u>  X  </u> No <u>      </u>		Left Hand <u>      </u> Yes <u>  X  </u> No <u>      </u>	

**JOB DESCRIPTION**

2d. Power Grasping?	Right Hand _____ Yes <input checked="" type="checkbox"/> No _____	Left Hand _____ Yes <input checked="" type="checkbox"/> No _____
2e. Pushing Pulling?	Right Hand _____ Yes <input checked="" type="checkbox"/> No _____	Left Hand _____ Yes <input checked="" type="checkbox"/> No _____
2f. Fine manipulation:	Right Hand _____ Yes <input checked="" type="checkbox"/> No _____	Left Hand _____ Yes <input checked="" type="checkbox"/> No _____

3. (a) Does the job require worker to reach or work above the shoulder?  Yes    \_\_\_\_\_ No    \_\_\_\_\_ Frequency  
 (b) Reaching at or below shoulder level?  Yes    \_\_\_\_\_ No    \_\_\_\_\_ Frequency

4. Does the job require use of his/her feet to operate foot controls or \_\_\_\_\_ Yes  No  
 for repetitive movement?

5. Are there special visual or auditory requirements? \_\_\_\_\_ Yes  No  
 Describe: Working with computer terminal.

**WORK ENVIRONMENT:**

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?  
 \_\_\_\_\_ Yes     No

b. Is the employee exposed to fumes or airborne particles? \_\_\_\_\_ Yes     No

**BLOOD/FLUID EXPOSURE RISK: (check the right category)**

\_\_\_\_\_ **Category I:** Tasks involve exposure to blood, fluids or tissue

\_\_\_\_\_ **Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

**Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**