

#### **ROLE DESCRIPTION**

Leads and engages production team employees, plans, coordinates, and supervises the daily activities of their assigned department(s) on the shift to ensure safe, quality and efficient production. Ensures all tasks performed by the production team are performed in accordance with all safety, quality and company policies and procedures. Leads and mentors Production staff with less experience. Ability to work at two facilities in the same area in Packaging and Processing.

#### **RESPONSIBILITIES**

- Oversees and monitors day-to-day operation of assigned area(s) including workflow, management of work in process, job assignments, rotations, etc. to ensure smooth flow and efficient production.
- Participates in the scheduling process including advance production schedule review to communicate issues in a proactive, timely manner for resolution; coordinates and communicates schedules to Leads and employees to assure daily production schedules are met.
- Produces and reviews daily production reports for schedule adherence, efficiencies and other data; provide reports and information to manager and other designated personnel as required.
- Ensures key performance indicators in the production area are met or exceeded. Measures productivity on a daily basis, with the goal of meeting standards.
- Collaborates with other departments to obtain supplies, products, equipment and services necessary to meet production schedules.
- Develops, updates and audits standard operating procedures (SOP's) and work instructions (WI's) for all department activities. Ensures that they are being followed by members of the team.
- Works with other supervisors to solve common issues and develop teamwork among all shifts. Recommends and executes measures to improve production methods, equipment performance, and quality of product. Leads and directs the workforce in problem identification, problem solving and implementing continuous improvement measures.
- Monitors product quality and works with Quality to ensure specifications are met. Monitors quality control as needed to determine that all products and

- packaging are neat, clean, and correctly packed and labeled.
- Ensures that policies and procedures for safety and quality are followed and enforced.
  - Actively participates in root cause analysis and other plant continuous improvement initiatives. Recommends and implements continuous improvement ideas.
  - Supports positive employee relations, fair treatment and respect in all aspects of interaction with employees; address employee concerns/requests in a timely and caring manner; ensures all employees and ideas are respected and valued and their unique and diverse perspectives are leveraged to improve business results.
  - Leads continuous improvement initiatives throughout the department in order to improve efficiency and reduce waste and cost. Demonstrates cross functional knowledge and ability to direct other areas in absence of other leaders.
  - Actively engages in the performance of his/her team through setting objectives and measuring performance. Serves as a coach and mentor to ensure the ongoing development of his/her team.
  - Onboards and trains new supervisors on execution of leader standard work on a daily basis.
  - Acts as a Subject Matter Expert and trainer to share manufacturing and leadership knowledge and expertise.
  - Actively participates in Tier II and/or Tier III meetings.
  - Consistently adheres to the company's core values and aligns team's objectives with operating tenets.
  - Complies with safety and GMP requirements.

## **QUALIFICATIONS**

- Bachelor's degree and five years' related experience in a food manufacturing or GMP environment OR seven years of related experience in a food manufacturing or GMP environment OR equivalent combination of education and experience.
- Minimum of three years recent supervisory experience in a GMP environment required.
- Experience in Lean Manufacturing, including 5S and Lean Practices required.

- Intermediate skills in Word and Excel required.
- Oral and written Spanish language skills preferred.