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**Production Supervisor**

**POSITION SPECIFICS**

**Reports To:** Production Manager

**FLSA Status:** Exempt

**ROLE**

**SUMMARY**

This is a direct report to the Production Manager. This position requires very good interpersonal and communication skills, someone who can communicate effectively with both subordinates as well as senior management. The shift supervisor has complete oversight of all aspects of the shift.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Responsible for the timely completion and accuracy of all sandwich production, (HACCP) and production records.
* Oversees the actions of Production Assistant Supervisors and all department leads.
* Ensure that weekly production schedule is met.
* Has full responsibility for the shifts production rates and product quality scores.
* Oversees implementation of all factory workers compliance to GMP Food Safety Policies and Procedures.
* Responsible for the food safety and quality of the final product and make sure that it meets or exceeds company standards, and quality objectives.
* Works closely with Quality Assurance to make certain that quality levels are maintained.
* Oversees implementation of production team’s compliance to all company safety policies.
* Communicates closely with Shipping and Receiving staff and maintenance staff.
* In the absence of upper management, will follow company protocol and enforce disciplinary action to subordinates.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Regular and predictable attendance is an essential function of this position.

**SUPERVISORY RESPONSIBILITIES**

* RTE workers

**QUALIFICATIONS**

**EDUCATION and EXPERIENCE**

* Minimum of 3 years Supervisory experience in a manufacturing environment.
* Excellent written and oral communication skills
* Computer proficient
* Detailed knowledge of the entire manufacturing process
* Ability to problem solve, multi-task, and communicate effectively with both subordinates as well as senior management

**CERTIFICATES, LICENSES AND REGISTRATIONS**

None

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

* Occasionally required to sit; climb or balance, stoop, kneel, crouch or crawl
* Frequently lifts up to 20 lbs.
* Occasionally lifts up to 50 lbs. unassisted
* Able to work in a high speed, low temperature (38 F) and congested work environment.
* Able to work overtime and the weekends as required.
* Perform quality work within deadlines with or without direct supervision.
* Work effectively as a team contributor on all assignments.
* Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**Sr. Human Resources Manager Signature:**

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**Employee Signature:**

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