

**Position Title: Production Supervisor****Reports to (Title):** Plant Manager**Job Summary (brief overview of position)**

Under the general supervision of the Plant Manager, the incumbent will be responsible for coordinating and supervising day-to-day plant production operations. This includes, but is not limited to, organizing and assigning work to shop floor personnel, instructing, guiding, and assisting employees in the attainment of production and quality goals/standards, developing and mentoring team members, and driving safety performance results that meet and/or exceed company goal and targets. As well, this position functions as a key team member of the Production Department, working to develop operational strategies, policies, procedures and the management of our human resources in the Production Department.

**Skill** - Candidates must possess education generally equivalent to a high school diploma, a minimum of 5 years of prior supervisory experience in a production-manufacturing environment, preferably within baking, demonstrated ability to work with and understand production scheduling systems, demonstrated experience in proposing and driving change initiatives/improvement programs and have strong knowledge of HACCP/GMP/JHSC requirements

**Skill** – Solid oral, written and listening communication skills necessary. Requires enthusiasm, initiative, and effective judgment in a fast paced, results-oriented environment. Must be receptive to sudden and frequent changes in priorities. A hands-on work ethic with creative problem solving skills, disciplined, consistent and hard working

**Responsibility & Accountability**

- Motivate diverse workforce to continuous improvement in production, quality and safety goals
- Proactive participation in: a) Workplace H. & S. safety committees and inspections b) Participate in safety talks/meetings and incident investigations c) Conducting employee safety training programs d) Correct substandard acts or conditions e) Conduct employee safety training f) Commend on employees H. & S. performance. g) Improving safety awareness throughout the organization h) Understand and maintain competency under Sections 27 OHSA.
- Initiate and attend meetings to ensure continuous improvement in processes, work habits
- Coordinate and encourage employee involvement in team building skills, as well as company policies and procedures
- Responsible for minimizing scrap, and maximizing efficiency and productivity
- Responsible for assisting with production problems, ensuring tools and equipment are available

**Responsibility: Decision Making/Independence of Action**

- Assisting in hiring and training employees
- Be proactive in satisfying customer needs by communicating to sales or other department requests within 24 hours, troubleshooting problem orders, and follow thru from producing order to shipping out the door
- Conduct labor tracking or production orders and demonstrate accountability on productivity of the operators
- Delegate work assignments based on the production schedule and customer requirements, and assure that employees are at maximum productivity
- Document departmental performance metrics, to include but not limited to: Direct Labor Hours, On-Time Delivery, Training Hours Conducted, errors per employee, employee productivity

**Responsibility: Supervision**