

POSITION: Production Supervisor LOCATION: Ovid, MI

REPORTS TO: Production Manager DATE: July, 2010

Primary Function: To supervise the work of a team of production, maintenance and quality assurance employees on a swing shift basis. This position will work on the second shift, 2 p.m. to 10 p.m. and third shift, 10 p.m. to 6 a.m., with a three week schedule rotation that involves weekend coverage. Schedule noted below.

Job Responsibilities:

1. Plans and organizes available resources (employees, materials, time, equipment) to best meet shift production, quality and safety goals. Monitors and adapts plans throughout the shift as needed. Walks the plant floor to assess employee and equipment status throughout the shift.
2. Develops, coaches and counsels employees to ensure a motivated and competent workforce on the shift. Conducts regular shift meetings on at least a monthly basis, covering production updates, changed procedures and safety reviews to keep employees current on processes and procedures.
3. Works cooperatively with other production supervisors to ensure effective shift to shift transitions and to minimize disruption due to unplanned absences. This includes conducting a pre-shift briefing with the supervisor to be relieved, completing shift notes for the current shift and briefing the incoming supervisor when done for the shift.
4. Keeps other parties within the organization informed of the status of work items. This is primarily contacts with Corporate Sales, Dispatch, QA and Maintenance.
5. Continually develops a stronger understanding of the operation of our milk balancing plant to include: equipment operations, work flow, and labor contract features.

Qualifications:

The ideal candidate has a four year college degree in Food Science or a related degree with a minimum of one year supervisory experience. Communication and organizational skills need to be primary strengths. Basic computer skills include a working knowledge of Excel and Word.

Our manufacturing environment includes industrial sized equipment situated on dairy tile or poured concrete floors, some accessed on different floors via stairs or ladders. The floors can be wet or slippery from water or caustic solutions used in cleaning. The supervisor must be able to easily and safely navigate throughout the plant on foot, this includes climbing stairs (as many as 186 at a time) or ladders and at times in very hot conditions.

Work Schedule:

	S	M	Tu	W	Th	F	Sa
Week							
1	10-6	10-6	OFF	OFF	2-10	2-10	2-10
2	2-10	2-10	2-10	10-6	10-6	OFF	OFF
3	OFF	OFF	2-10	2-10	2-10	10-6	10-6