

POSITION: Relief Supervisor

LOCATION: Constantine, MI

REPORTS TO: Production Superintendant
Quality Manager

DATE: August 31, 2010

Primary Function:

Supervise production or quality control work in a food manufacturing environment in a relief capacity. Must be able to work all shifts (7 am to 3 pm, 3 pm to 11 pm, 11 pm to 7 am) as needed.

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.
2. Develops, coaches and counsels employees to ensure a motivated and competent workforce on the shift.
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 and Dispatch.
5. Continually develops a stronger understanding of the operation of our milk balancing plant to include: equipment operations, work flow, and labor contract features. This includes developing hands on familiarity with operating processing equipment.
6. This position will also train for and be responsible for assisting the Quality Manager as needed for vacations by monitoring analytical and microbial testing data and managing lab operations to ensure daily operation.
7. Maintains the plant HACCP program by:
 - a. Implement and modify SOP and SSOP's
 - b. Complete annual refresher SOP and SSOP training.
 - c. Validate new hire training.
 - d. Monitor and issue corrective action and non conforming reports as defined in the HACCP manual.

Qualifications:

The ideal candidate will have supervisory experience, preferably in a food related business. Communication and organizational skills need to be primary strengths. Computer skills should include a working knowledge of Excel and Word along with an ability to quickly pick up computer based logistics, sales and inventory systems.

The Constantine plant has 35 unionized employees covering a 24/7 operation. Scheduled vacation relief work is estimated to cover 28 weeks per year. Those weeks not assigned to vacation relief will focus initially on the plant HACCP program administration.