



Production Supervisor

(Contract – Afternoon Shift)

OBJECTIVE

Reporting to the Production Manager, Finished Goods, the Production Supervisor provides hands-on leadership to a production team to deliver daily targets covering output, quality, safety, training and efficiency.

Please note this is a 6-month contract position.

Hours are 3:00-11:30pm with potential for overtime.

QUALIFICATIONS

Education/Certification:

- Post-secondary education in related field
- Current license for Forklift & Reach an asset

Experience & Skills:

- Minimum 1-2 years production supervisor experience (produce industry an asset)
- Packing line experience an asset
- Strong knowledge of Good Manufacturing Practices relating to the food industry
- Strong knowledge of Hazardous Analysis Critical Control Points (HACCP)
- Proficient in MS Office and inventory management software systems
- Strong communication skills (verbal and written)
- Excellent organizational skills
- Ability to problem solve and work independently
- Must be mechanically inclined and have hands-on experience in the operation of and troubleshooting/diagnosing mechanical failures in a production environment
- Ability to lift up to 50lbs and stand on feet for majority of the working day
- Flexibility and willingness to work overtime as required, which may include weekends

PRINCIPAL RESPONSIBILITIES

1. Responsible for the daily operations of the production floor.
2. Assign team members to designated production lines.
3. Work with management to determine which production lines are priority.
4. Lead multiple production lines on the production floor and operate machinery as needed.
5. Oversee all team members on the production floor, and grading tables.
6. Ensure production schedule is adhered to and completed accurately.
7. Monitor product flow to ensure continuous operations without delay or lost time.
8. Continuously monitoring for product quality and overall accuracy of the operation.
9. Complete daily production reporting and tracking.
10. Continuous on-the-job training and coaching of production staff.
11. Ensure compliance to Occupational Health and Safety laws and regulations, GMPs and EarthFresh policies.
12. Perform all other duties as assigned by the Production Manager, Finished Goods.