



JOB DESCRIPTION

PRODUCTION SUPERVISOR

OBJECTIVE

Reporting to the Director of Operations, the Production Supervisor provides hands-on leadership to a production team to deliver daily targets covering output, quality, safety, training and efficiency. The primary areas of focus for this role include coaching team members, monitoring process flow, and driving performance on the production floor.

QUALIFICATIONS

Education/Certification:

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

Experience & Skills:

- Minimum 1-2 years production line supervisory experience (produce industry an asset)
- Experience in operation of packing equipment is 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 as well as ability to learn ERP system
- Strong communication skills (verbal and written)
- Excellent organizational skills
- Ability to problem solve and take appropriate action independently
- Ability to conduct basic 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 evenings and weekends
- Knowledge of 5S and/or Lean Manufacturing principles an asset

PRINCIPAL RESPONSIBILITIES

1. Responsible for the accurate, timely and efficient completion of the production schedule.
2. Oversee all production employees on the production floor and lead multiple packing lines.

3. Assign production employees to designated production lines.
4. Work with management to determine which production lines are priority.
5. Ensure production schedule is adhered to and completed accurately.
6. Continuous on-the-job training and coaching of production employees.
7. Ensure availability of all raw product as well as accuracy of packaging inventory and recipes.
8. Monitor product flow to ensure continuous operations without delay or lost time.
9. Continuously monitoring for product quality and overall accuracy of the operation and when required, work with quality control department to address production quality concerns.
10. Ensure that accurate logs are maintained regarding production line downtime.
11. Completion of daily allocations in the ERP system.
12. Adjust production schedule as required in collaboration with management team.
13. Involvement in all continuous improvement projects (including but not limited to Lean Six Sigma, 5S).
14. Ensure compliance to Occupational Health and Safety laws and regulations, GMPs and EarthFresh policies and procedures.
15. Perform all other duties as assigned by the Director of Operations.