

PRODUCTION SUPERVISOR

Eden Foods Pasta Company, Detroit, Michigan

MAJOR FOCUS

- 1) Planning, organize, direct, and control production and packaging work
- 2) Monitor performance of day-to-day production and packaging operations
- 3) Manage machinery, equipment, and facilities in accordance with the current GMP's and company policies
- 4) Maintain and monitor food safety programs
- 5) Maintain knowledge of compliance with federal, state, and local laws and regulations pertaining to operations

DUTIES AND RESPONSIBILITIES

- 1) Operate pasta making, drying, and packaging equipment
- 2) Monitor and perform all operations in accordance with production and packaging area SOPs
- 3) Evaluate process daily to achieve maximum product yield and minimal product loss
- 4) Monitor efficiency and productivity of staff and operational programs
- 5) Supervise a well-trained, motivated staff
- 6) Coordinate staffing for optimal use of labor with minimum overtime
- 7) Coordinate and communicate scheduling of equipment maintenance
- 8) Communicate condition and needs of equipment to Plant Manager in a timely manner
- 9) Assist in updating programs and procedures as needed
- 10) Supervise the handling of inventory to avoid damage or adulteration

This job description is not intended to be all-inclusive or a complete explanation. Employees must perform other duties as assigned by management as needed. Eden reserves the right to modify job duties and responsibilities as required. This job description does not constitute a written or implied contract of employment.

JOB REQUIREMENTS

- 1) Experience necessary to reliably carry out duties and responsibilities
- 2) Three to five years management / supervisory experience in food processing
- 3) Familiarity with food safety
- 4) Organizational and communication skills (verbal, written and presentation) along with analytic and decision-making skills
- 5) Reliable follow-up and timely communication habits
- 6) Computer skills and aptitude (Microsoft Office, Filemaker, Email)

- 7) Must be able to physically lift items and equipment of up to 50 lbs. in weight