

Production Supervisors (3)

Responsibilities:

Provide and perform first level reporting responsibilities for assigned department regarding departmental processes and procedures, staff schedule issues, work in process, production and quality variances, sanitation, safety and other areas impacting the daily operation of the department.

Assign and monitor work within the department following production schedule. Assure coordinated work-flow and elimination of ordinary difficulties.

Coordinate and support smooth and prompt start-up at the beginning of the shift, after changeovers, and between shifts.

Foster a positive and productive work environment by being a role model for other team members. Perform the duties of on-line personnel as needed.

Participate in and facilitate weekly departmental meetings with team, providing information and updates on operational issues.

Conduct monthly and on-going safety training. Work with Safety Manager to improve safety culture and programs.

Maintain product quality and assure that department processes conform to SOPs and other commonly accepted standards. Notify Manager if SOPs are not being followed. Suggest changes in SOPs and departmental activities to increase safety, quality or efficiency.

Adhere to and assist in the enforcement of safe work practices following all safety regulations and guidelines. Report accidents to appropriate Manager and assist with accident investigations.

Ensure all quality and regulatory standards, specifications and policies are met or exceeded including HACCP, BRC, and GMP's.

Evaluate production equipment's state of readiness relative to safety, efficiency, and maintenance. Perform minor adjustments to equipment as needed. Report any deficiencies to Maintenance and appropriate Manager in a timely manner using related policies.

Assist with the security and protection of company property and assets. (i.e. visitors in department, supplies, building security, etc.)

Train and retrain team members in SOPs and departmental operations. Observe progress and provide on-going feedback to team member.

Complete performance evaluations and overall performance management of team members – probationary, 6 mos., annual evaluations, and progressive discipline.

Provide daily or as needed up-dates of process and personnel to Manager and team members. Ensure accurate charting of critical process parameters.

Abide by and be a spokesperson for company polices and goals. Apply policies consistently and fairly to team members.

Maintain inventory levels of production-related equipment/tools and supplies. Submit requisition paperwork to the appropriate Manager.

Ensure daily production paperwork is completed accurately with all appropriate details and submitted in a timely manner.

In the absence of the Manager, may be responsible for departmental reporting and related tasks.

Collaborates with Research and Development in product development and implementation of plant trials.

Qualifications:

3+ years Manufacturing experience.

1+ years Management or Supervisory experience.

Bachelor's Degree in Business, Industrial Management, Engineering, Food Science, Management, Product Operations preferred, and/or equivalent experience in relevant field.

Excellent communication, presentation, and negotiation skills.

Strong computer application skills, including the utilization of mainframe, network, and PC business application software.

SAP experience is preferred.

Basic mathematical, and statistical skills.

Basic financial skills, and understanding.

OVERVIEW:

The Production Supervisor is responsible for leading and directing Team Leaders and associates in one or more departments and ensures that production demands are consistently met. This position is responsible for a broad range of duties including, but not limited to: safety initiatives, departmental development, and continuous improvement efforts in accordance with quality management principles and overall objectives of the organization. The role will promote a

collaborative environment to ensure effective communication and interaction across shifts and departments to achieve business results.

WHAT YOU'LL DO:

- Oversees Team Leaders and staff to ensure daily production demands are consistently met and removes capacity constraints through the coordination and delivery of tools, fixtures, and raw materials.
- Partners with Production Manager to develop operational budgets; monitors to meet sales forecasts, profit and loss margins.
- Participates or leads the creation or improvement of safety standards as a core value of the business.
- Participates or leads accident/near miss investigations defining the root cause and establishing corrective/ preventive action plans including implementation.
- Ensures standard work adherence and promotes a customer centric environment where quality is a core value.
- Maintain daily reports to measure key process indicators (KPI). Review data to develop and implement corrective action plans or recovery plans as needed.
- Participates in recruitment initiatives in accordance to procedures and applicable state/federal requirements.
- Manages employee performance to establish expectations, monitor, and measure contributions and provide employee feedback, coaching, and instruction as required.
- Understands and applies company policies and procedures to respond to employee inquires.
- Identifies, supports, and promotes the discovery of opportunities for continuous improvement in productivity, efficiency, quality, and overall employee welfare.
- Actively supports Pelican's Quality Objectives and contributes to the Quality Management System.
- Actively supports and adheres to Pelican's Safety Guidelines and actively participates and contributes to the Safety Management System as assigned.
- Performs other duties as assigned by Production Manager.

WHAT YOU'LL NEED:

- 2 year business or technical degree preferred. Minimum of 3 years leadership experience in a manufacturing environment. Equivalent combination of education and experience will be considered.
- Must be proficient in Microsoft Office, including MS Word, Excel, and Power Point; familiarity with SAP preferred.
- Experience with TPS, ISO9001:2008, and lean manufacturing is preferred.
- Must be able to identify and resolve problems in a timely, creative manner.
- Excellent written and verbal communication skills with the ability to interact effectively and cooperatively with employees, vendors and customers at all levels.
- Must be driven to maintain and improve upon quality and production standards.
- Possess an awareness and understanding of performance against budget.
- Customer focus and awareness of customer needs.

- Must maintain a “Hands-on” style, willing and capable of taking a lead role in technical problem solving efforts.
 - Excellent teamwork and teambuilding skills with proven ability to influence cross-functional teams.
 - Must be able to operate in a fast-paced organization and handle multiple projects simultaneously.
 - Must be flexible with work schedules and be available to work on evenings and weekends, with or without advanced notice.
 - Position may require some minimal travel.
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The Production Supervisor is responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

Function Specific Activities:

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service).
- Manage production, warehouse, quality and maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Ensure completion of the daily Production Run schedule
- Coordination of continued development and training of Production line associates
- Verify all required Production documentation properly filled out

EDUCATION/EXPERIENCE:

- Bachelor's Degree or equivalent work experience; Engineering degree preferred
- Production/manufacturing or warehouse experience preferred
- Food or Beverage experience preferred.
- 2+ years supervising or leading teams a plus

TECHNICAL SKILLS:

- Knowledge of Lean Six Sigma or other Organizational Effectiveness practices
- Familiarity with overall Manufacturing environment roles: Sanitation; QA; Maintenance
- Requires experience managing people and performance metrics.

- Strong computer and database application skills.
- Familiarity with manufacturing systems
- Strong SAP knowledge and application highly preferred

Growth Behaviors:

- **GROWTH MINDSET:** Demonstrates curiosity. Welcomes failure as a learning opportunity.
- **SMART RISK:** Makes bold decisions/recommendations.
- **EXTERNALLY FOCUSED:** Understands the upstream and downstream implications of his/her work. Tracks and shares external trends, best practices or ideas.
- **PERFORMANCE DRIVEN AND ACCOUNTABLE:** Has high performance standards. Outperforms her/his peers.
- **FAST/AGILE:** Removes barriers to move faster. Experiments and adapts. Thrives under pressure and fast pace.
- **EMPOWERED:** Brings solutions instead of problems. Challenges the status quo. Has the courage to take an unpopular stance.