



Great Opportunity!

Now Interviewing for a Production Supervisor

Summary:

The supervisor will be managing up to 20 people and work collaboratively supporting the Production Manager in the completion of projects. Plan, organize and direct production personnel in all phases of the production process to assure the facility operates in a highly efficient manner. A highly efficient manner is one in which utilization rates are constantly being monitored and maintained at as high of a level as possible (100% being the goal). Ensure that the plant products manufactured conform to our client's defined product quality standards, as well as Federal, State and local standards of product identity, SQF, safety and Good Manufacturing Practices (GMPs).

Compensation:
\$70,000 to \$85,000

Position Location:

Commerce, CA

Telephone:

866-451-4405

Website:

www.martins-ig.com



ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned.

- Maintain a strong floor presence.
- Making sure the equipment stays running.
- Coordinating lunch and break schedules.
- Making sure the batching is going smooth.
- Help with special projects and lead teams focusing main objectives.
- Instill a sense of urgency; insuring things are getting done in a timely manner.
- Work with mechanics during breakdowns affecting our lines from running.
- Maximizing efficiency by being on the floor working with operators and mechanics.
- Coordinating with the mechanics to schedule needs, making sure we minimize down time.
- Look for ways to reduce or eliminate down time. Help identify constraints in the production process and look for ways to correct them.
- Provide Employee Feedback via performance evaluations provided by the company. Mentor direct reports, identify strengths and weaknesses and manage resources accordingly.
- Work with mechanics to ensure your requests are met.
- Assist the Production Manager in the completion of projects.
- Monitor and manage employee work schedules.
- Plan, communicate and monitor raw material needs per production demand.
- Monitors and reports plant production personnel strengths and weaknesses.
- Responsible for ensuring plant readiness for inspections. These inspections include, but are not limited to, USDA, vendors, internal and external.
- Ensures that proper GMP & housekeeping procedures are followed plant-wide as outlined by our client's Quality Dept.

- Maintain standards of Food Safety & Quality throughout the facility. Respond to issues in a timely manner and report to management.
- Be proactive in identifying maintenance needs and promote the team approach to fulfilling these needs.
- Possess a high degree of initiative and flexibility along with the ability to multi-task.
- Participate in developing and maintaining plant safety awareness.
- Monitors adherence to a master sanitation and PM programs to assure tasks are being completed.
- Assists in the development of standard operating procedures for production duties.
- Work with department heads to ensure rework is consumed in a timely manner.
- Support the company's operational priorities by looking for ways to improve Quality, Safety and Waste Reduction/Productivity/5S. Use the company issued tools to complete the projects assigned to you. Also support employees in the process.
- Conduct trainings and lead meetings when assigned.
- Special projects as assigned.
- Ensure all production operators attend the mandatory annual trainings.
- Work with crew on special cleaning assignments.
- Making sure that shift changes go smoothly, and the 30min overlap is taking place.
- On the floor at shift changes making sure there are no problems and the equipment stays running.
- Helping with changeovers, ensuring that they are done in a timely manner.
- Insuring company policies are met. GMP's, SQF, housekeeping, breaks and lunches, people on time etc.
- Walk through with the oncoming supervisor.
- Supervise the temporary employees to ensure they are getting their breaks and lunches.
- Use the team approach in dealing with other supervisors and peers within the facility and respect the decisions made by them.
- Maintenance and implement components of SQF System as required.

Administration

- Shift report
- Corrective Action Reports
- Evaluations
- Appropriate paperwork
- Special Assignments

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate must be able to understand all policies, procedures, instructions, rules and regulations (including all safety training and safety information) associated with this position which are written in English. In addition, the successful candidate must be able to appropriately respond to these and, where needed, provide reports, presentations, information or communications in English.

EDUCATION and/or EXPERIENCE

- 5 to 10 years of production supervisory experience
- Proven history as a leader
- Microsoft Office
- Continuous Improvement Experience
- Must be able to multi task and work under pressure.

LANGUAGE SKILLS

- Excellent written and verbal communication skills
- Must be able to communicate effectively with all levels of associates and teams
- Ability to read, analyze, and technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to apply concepts of basic algebra and geometry

