



*golden state foods*

## **Production Supervisor**

### **Overview**

Production Supervisors fuel our teams. They are the motivators, the innovators, the coaches and mentors our front line associates rely upon. They encourage, inspire and lead, bringing others along as they accomplish goals and make a difference each and every day.

### **Responsibilities**

- Supervises the daily activities of assigned staff, providing instructions and performance feedback to ensure that productivity and quality objectives are met or exceeded
- Drives a safety culture where safety is the number one priority for all associates
- Leads by example by following all safety protocol and EHS standards while holding team members accountable to ensure their own safety.
- Identifies and resolves process and equipment problems, using available resources to maintain productivity and quality
- Implements approaches to improve quality and productivity by developing new ideas, improving processes, and planning for upcoming equipment or process changes
- Supports short and long term goals and KPIs
- Routinely informs and communicates with employees to promote smooth operations, enhance their understanding of GSF policies and objectives, and to ensure compliance with established production policies and procedures
- Performs other related and assigned duties as necessary

### **Leadership Responsibility**

Supervises up to 50 mostly hourly employees

### **Performance Categories**

- Productivity/quality standards: accuracy, timeliness, thoroughness
- Productivity/quality standards: production and process efficiency and quality
- Productivity/quality standards: continuous product/process improvement
- Attendance and punctuality
- Budget
- Cost containment
- Teamwork within the department and across departments
- Project/assignment standards
- Customer satisfaction

- Vendor relations
- Safety standards and procedures: employees

## **Qualifications**

### **Education/Certification:**

AA degree in food science or business administration from an accredited vocational, technical or junior college institution

### **Experience:**

2 years of relevant work experience in a food-manufacturing environment with lead or supervisory experience

### **Knowledge, Skills and Abilities**

#### **Knowledge of (B/basic; J/journey; E/expert):**

- Food safety concepts and techniques (J)
- Budgetary concepts and procedures (B)
- Engineering concepts and procedures (B)
- PC word processing/spreadsheet software (B)
- Quality concepts and procedures (B)

#### **Skill and ability to:**

- Supervise and motivate employees in a team-based environment
- Identify problems or irregularities for early resolution
- Communicate and coordinate effectively with employees verbally and in writing
- Communicate and coordinate effectively with internal and external customers
- Work effectively in a general business environment, with a focus on high levels of quality and customer service
- Act in accordance with GSF's Values and Creed