

POSITION DATA					
JOB TITLE:	Operations Supervisor	SUPERVISES:	Production Employees	SALARY GRADE:	\$65,000 to \$70,000
DEPARTMENT:	Production	REPORTS TO:	Plant Manager	LOCATION:	Bergen
JOB SUMMARY					
<p>Provides direct supervision for production operations on a shift basis.</p> <p><i>Nortera is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 8000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Provide leadership on the production floor to the operation of the production system. ▪ Utilize operations data to facilitate decisions which maintain the production system within control limits. ▪ Participate in the development of annual production goals and standards. ▪ Responsible for production performance as measured by direct cost standards, direct labor, raw product recovery, safety goals, etc. ▪ Work in conjunction with the Raw Product Supplier and Facility Quality Department to ensure we are producing finished products that are food safety compliant and in line with customer requirements. ▪ Ensure there are adequate supplies to meet production and employee needs such as PPE, totes, pallets, liners, chemicals, etc. ▪ Work with other supervisors to manage the entire facility housekeeping and sanitation programs within established guidelines and expectations. ▪ Maintenance of facility structure, overheads, painting, grounds, etc. ▪ Ensure employee safety guidelines and policies are followed by being a safety committee participant, complying with OSHA mandated programs, conducting safety audits and training, and participating in environmental compliance programs ▪ Implement and ensure compliance with facility food safety guidelines ▪ Assist with the implementation and maintenance of the HACCP program ▪ Assist with the development and implementation of the facility continuous improvement plan by actively participating in facility quality improvement programs, continuous improvement training, developing and implementing production process and system flow charts ▪ Assist the raw products group with quality improvement efforts ▪ Responsible for maintaining the pest control program and recordkeeping of said program. ▪ Maintain consistent communication with the team regarding updates to production. ▪ Maintain all Metro information and records. ▪ Responsible for assigned fixed cost budget accounts ▪ Provide cost projections and periodic updates ▪ Provide variance explanations ▪ Responsible for the health & safety management system to achieve established goals and provide a safe, efficient environment 					

<p>for all employees.</p> <ul style="list-style-type: none"> ▪ Demonstrate a personal commitment to safety, and set a proper example at all times. ▪ Enforce and implement policies to establish a culture of health and safety ▪ Perform other duties as assigned. 			
<p>QUALIFICATIONS</p>			
<p>KNOWLEDGE, SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> ▪ Strong leadership, communication and problem solving skills ▪ Strong teamwork based management skills ▪ Self motivator ▪ Ability to maintain a safe and clean work area. ▪ Ability to work effectively in a team environment. ▪ Ability to effectively communicate with others. ▪ Computer software savvy with Microsoft Excel, Word, Adobe and Google systems. ▪ Multiple shift environment ▪ Must be flexible to support business needs that includes weekends and other off shifts 		
<p>PHYSICAL DEMANDS</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Constant standing, walking ▪ Frequent twisting/turning ▪ Occasional sitting, climbing, crawling, bending, stooping, kneeling, crouching, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, driving, lifting up to 50lbs. typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light – Medium</p>		
<p>WORK ENVIRONMENT</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> ▪ Prefer one year of leadership experience, frozen food processing experience, or equivalent combination of education and food processing experience. ▪ Require experience with computer software including Microsoft Excel, Word, Adobe, Google, some web based systems and some mainframe software. 		
<p>EDUCATION</p>	<p>Minimum of a High School Diploma or Equivalent, College Experience preferred.</p>		
<p>APPROVALS</p>			
<p>REVIEWED BY:</p>		<p>DATE:</p>	
<p>APPROVED BY:</p>		<p>DATE:</p>	
<p>HUMAN RESOURCES:</p>		<p>DATE:</p>	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of

these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.