

Description

POSITION DATA					
JOB TITLE:	Production Supervisor	SUPERVISES:	Production Group Leaders	SALARY:	\$65,000 to \$80,000
DEPARTMENT:	Production	REPORTS TO:	Packaging Manager	LOCATION:	Brockport
JOB SUMMARY					
<p>This role acts as the lead person with regard to our frontline hourly team members by directing the activities of workers and processes in a vegetable production environment (processing, packaging, canning and supply chain) according to established schedules, safety and quality procedures while striving to continually improve all facets of the business.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 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"> ▪ Lead regularly scheduled team and/or line meetings, and process improvement teams; ▪ Assume a leadership role in the plant safety, food safety, waste reduction program; ensure production process planning objectives are met while continually analyzing, planning and implementing process improvements; ▪ Develop a working knowledge of equipment (adjustment and troubleshooting maximizing output and quality by controlling process parameters) to support coaching and mentorship of team members; ▪ Lead, influence, motivate and liaise with team members and peers in a diverse working environment; ▪ Participate in onboarding of new team members; coordinate team member training (i.e. job, safety, skills matrix, etc.) and monitor work performance; determine need for additional training and/or ensure completion of scheduled training, at times participate in recruitment functions; ▪ Conduct regular departmental tours and participate in daily meetings; conduct inspections of equipment and premises to ensure safety compliance; ▪ Coordinate/monitor scheduling of team members to ensure proper staffing; identify staffing needs; ▪ Proactively facilitate job transfers to support workforce planning; ▪ Participate in workplace investigations; administer and participate in disciplinary process where required; ▪ Responsible for completion of daily shift reports, action plan logs, communicate variances to inbound team members; ▪ Other duties as assigned. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES		<ul style="list-style-type: none"> ▪ Committed to producing a safe product in a safety oriented environment; ▪ Excellent interpersonal/listening skills in order to interact with a diverse workforce; a communicator with proven leadership abilities; ▪ Mechanical aptitude and experience; analytical; ▪ Demonstrated occupational health & safety and food safety competency (hazard recognition, legislation, safety practices) . ▪ Innovative, resourceful with a continuous improvement mindset; ▪ Committed to personal development ▪ Outgoing, visible, and approachable with the ability to inspire and influence others; ▪ Problem solver with the courage to lead change; resolve conflict; respected and respectful. 			

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PHYSICAL DEMANDS	<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"> ▪ Frequent lifting/carrying up to 15lbs. Occasionally up to 50lbs. ▪ Occasional pushing/pulling up to 40lbs. ▪ Occasional bending, squatting, twisting, climbing, crawling, reaching, ▪ Frequent dexterity, standing, walking, sitting, 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: Low to medium</p>		
WORK ENVIRONMENT	<ul style="list-style-type: none"> ▪ Ability to work a flexible schedule including weekends and shifts ▪ Ability to work in an environment that has a great deal of urgency 		
EXPERIENCE	<ul style="list-style-type: none"> ▪ 2-3 years of experience is desired 		
EDUCATION	<ul style="list-style-type: none"> ▪ Required · post secondary degree or diploma in a related discipline - or equivalent knowledge and/or experience; 		
APPROVALS			
Employee Signature:		DATE:	
Manager Signature:		DATE:	
HUMAN RESOURCES:		DATE:	

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. Bonduelle 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.