

POSITION DATA					
<b>JOB TITLE:</b>	Production Supervisor	<b>SUPERVISES:</b>	Production employees	<b>LOCATION:</b>	Oakfield
<b>DEPARTMENT:</b>	Production	<b>REPORTS TO:</b>	Plant Manager	<b>FLSA STATUS:</b>	Exempt
JOB SUMMARY					
<p>Provides direct supervision for production operations on a shift basis for the pack Season</p> <p><i>Nortera 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"> <li>▪ Provide leadership for all production employees on a seasonal basis.</li> <li>▪ Utilizes operations data to facilitate decisions which maintain the production system within control limits.</li> <li>▪ Act as an active participant in employee orientation, training and follow-up to assure that facility policies &amp; procedures are followed and consistent with food manufacturing practices.</li> <li>▪ Participates in the development of annual production goals and standards.</li> <li>▪ Responsible for production performance as measured by direct cost standards, direct labor, raw product recovery, safety goals, etc.</li> <li>▪ 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.</li> <li>▪ Work in conjunction with Purchasing and Warehousing staff to ensure there are adequate supplies to meet production and employee needs, i.e. PPE, Totes, Pallets, Liners, Chemicals, etc.</li> <li>▪ Implements daily production schedules within the quality guidelines controlled by the production system.</li> <li>▪ Work with other supervisors to manage the entire facility housekeeping and sanitation programs within established guidelines and expectations.</li> <li>▪ Directs seasonal sanitation labor force on each shift during processing season.</li> <li>▪ Assists with the facility Pest Control program.</li> <li>▪ Maintenance of facility structure, overheads, painting, grounds, etc.</li> <li>▪ Coordinate across all departments to minimize, track, and ensure efficient use of production line downtime.</li> <li>▪ Assures employee safety guidelines and policies are followed by conducting or following OSHA programs, safety training and safety audits.</li> <li>▪ Actively participates in monthly safety meetings and in environmental compliance programs.</li> <li>▪ Implements and assures compliance with facility &amp; corporate food safety guidelines, Federal Regulations/GMP's and the facility foreign material control program.</li> <li>▪ Assists with the implementation and maintenance of the HACCP program.</li> <li>▪ Assists with the development and implementation of the facility continuous improvement and training program(s).</li> <li>▪ Actively participates in facility quality improvement programs.</li> <li>▪ Develops, implements and maintains production process and system flow charts.</li> <li>▪ Assists the raw products group relative to quality improvement efforts.</li> <li>▪ Responsible for assigned Fixed Cost budget accounts. Budget preparation for assigned accounts, maintaining expenses within budget, providing cost projections and periodic updates and providing variance explanations.</li> <li>▪ Perform other duties as assigned.</li> </ul>					
QUALIFICATIONS					
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Strong leadership, communication and problem solving skills</li> <li>▪ Strong teamwork based management skills</li> <li>▪ Self motivator</li> <li>▪ Ability to maintain a safe and clean work area</li> <li>▪ Ability to work effectively in a team environment</li> <li>▪ Ability to effectively communicate with others</li> <li>▪ Highly efficient computer skills including but not limited to: Microsoft Excel, Word, Adobe, and Google systems.</li> <li>▪ Multiple shift environment</li> </ul>				

	<ul style="list-style-type: none"> <li>Must be flexible to support business needs that includes weekends and other off shifts, for the production season</li> </ul>
<b>PHYSICAL DEMANDS</b>	<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"> <li>Constant standing, walking</li> <li>Frequent twisting/turning</li> <li>Occasional sitting, climbing, crawling, bending, stooping, kneeling, crouching, pulling/pushing, reaching, hand/eye coordination, finger/wrist dexterity, driving, lifting up to 50lbs. typing</li> <li>Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light – Medium</p>
<b>WORK ENVIRONMENT</b>	<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"> <li>Noisy conditions</li> <li>Dusty conditions</li> <li>Hot or humid conditions</li> <li>Wet conditions</li> <li>Exposure to extreme/seasonal temperatures</li> <li>Exposure to chemicals or solvents</li> <li>Work near moving mechanical parts</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Prefer one year of leadership experience, frozen food processing experience, or equivalent combination of education and food processing experience.</li> <li>Require experience with computer software including Microsoft Excel, Word, Adobe, Google, some web based systems and some mainframe software.</li> </ul>
<b>EDUCATION</b>	Bachelor’s degree from a four-year college/university in specialized field or related field, preferred

*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.*