GARDEN PROTEIN
INTERNATIONAL

JOB DESCRIPTION

POSITION TITLE: Production Supervisor

DEPARTMENT: Production

REPORTS TO: Production Manager

Position Summary

The Production Supervisor is accountable for meeting production targets through management and accountability of hourly production employees, ensuring safety, quality, and plant rules, attendance policy and all other production programs, policies and procedures relating to hourly employees are followed. This position is also accountable for reviewing production orders to ascertain product data such as types, quantities and specifications of products in order to plan department operations.

The Production Supervisor is exempt from the Hours of Work and Overtime Section of the BC Employment Standards Act.

Duties and Responsibilities

HEALTH AND SAFETY RESPONSIBILITIES

- Establishes and maintains good safety and housekeeping practices by communicating efficient and acceptable practices and cleanliness levels to all employees and ensures adherence by inspecting and investigating in order to provide safe working conditions. Responsible for the orientation and on-the-job training of employees in the safe, efficient operation of equipment.
- Adhere to and promote all HS policies and procedures. Ensure compliance to daily production.
- Supervise staff safety to ensure they are working within safe work procedures

- Ensure staff are wearing appropriate Personal Protective Equipment
- Forecast ahead of time to any possible risks that may impact a worker's safety (e.g. based on certain production runs that require more PPE etc) and communicate information ahead of time to staff to heighten awareness and reduce likelihood of injury
- Correct un-safe work practices immediately with staff

PRODUCTION & PERSONNEL ISSUES

- Enrolls employees on the Time & Attendance and review/approve hours worked
- Provides counseling, coaching and training for all team members in order to provide a fully qualified, quality conscious work force that produces world class product for the customer
- Supervises production operation within area of control to ensure compliance with methods, quality standards, safety regulations, production standards and efficient operations of equipment, take appropriate action to correct the employee's performance and/or behavior
- Provides continuous feed back to employees regarding performance and conduct probationary and annual performance evaluations
- Takes appropriate action to correct an employee's performance and/or behavior after instruction and sufficient time for improvement
- Plans production operations, establishing priorities and sequences for manufacturing products. Assists with the following shift to ensure efficient start up
- Prepares operational schedules and coordinates manufacturing activities to ensure production and quality of products meets specifications while working to exceed customer expectations
- Inspects machines and equipment to ensure specific operational performance and optimum utilization prior to run

- Participates in the development of plant wide management objectives.
- Develops or revises standard operational and working practices and observes workers to ensure compliance with standards
- Prepares, stores and retrieves production data
- Reviews production and operating reports and resolves operational, manufacturing and communicates with Maintenance regarding Maintenance problems to ensure minimum costs and prevent operational delays
- Resolves and/or forwards employee concerns regarding work ergonomics, payroll errors, or other issues to HR and Payroll or Joint Health and Safety Committee.

COMMUNICATION

Within Team

- Prepare a Daily Shift Report at the end of each shift outlining what was produced, QA issues, rework completed and staff issues to update team members
- Update Production KPI's on a daily basis at the end of the shift
- Explain and exchange information with other supervisors within the same shift and in the counter shifts to ensure consistency in quality (for example of standards, machine settings etc)

With Hourly Staff

- Encourage and monitors the group effort and employee involvement. Conduct plant-wide meetings to ensure a flow of information to and from employees
- Obtain and distribute information regarding production schedule so that all employees know what they need to be working on. Hold 5 minute stand-up meetings with each key group to communicate production schedule and key production targets
- Update Whiteboards in Production area with information regarding the day's production targets and the prior shifts efficiency.

Experience and Qualifications:

- Minimum Grade 12 Secondary School Diploma required
- Post secondary courses in Supervision and Leadership preferred
- Good written comprehension skills
- Experience in the use of sophisticated ERP (Enterprise Resource Planning) system applications would be considered a definite asset
- 3-5 years supervisory experience in a food manufacturing facility
- Excellent written, verbal and presentation communication skills required.

Skills, Knowledge and Abilities

- Thorough knowledge of food manufacturing operations
- Working knowledge of computers (Microsoft Word, Excel, etc.)
- Superior communication and interpersonal skills
- Demonstrated leadership abilities
- Ability to multi-task in a fast-paced environment
- Motivation, enthusiasm and willingness to learn
- Speak, read, analyze, and interpret general business and write English
- Must be available to work shift work, holidays, weekends, and be on-call
- Ability to read, analyze and interpret general business information in English
- Ability to write reports, business correspondence and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, and internal and external customers.