

# PRODUCTION SUPERVISOR

## QUALIFICATIONS

### Education & Certification:

- High School Diploma or Equivalent
- Forklift license or certification required
- Post-secondary education in operations management or related field would be considered a strong asset
- Hazardous Analysis Critical Control Points (HACCP) certification and knowledge of Good Manufacturing Processes related to the food industry an asset

### Experience & Skills:

- Minimum three (3) to five (5) years supervisory experience, preferably in the produce industry
- Must be mechanically inclined and have hands-on experience troubleshooting and diagnosing mechanical failures in a production environment
- Computer literate with strong understanding of MS Office Suite products
- Ability to respond to changes in a highly turbulent and customer driven environment
- Strong verbal and written communication skills with the ability to provide guidance to internal EarthFresh employees on routine processes and procedures
- Positive attitude and willingness to learn EarthFresh's unique food manufacturing environment as it relates to packaging and upholding our high level of customer service
- Strong desire to learn and aptitude for continuous improvement
- Ability to cope in a high-pressure and demanding work environment
- Self-starter with a strong desire and willingness to succeed and implement change at the organizational level
- Ability to work flexible hours, including evenings and weekends
- Experience with the operation of production equipment/machinery is an asset
- Packing line experience using interfaces, scales etc., is an asset
- Previous experience/exposure to standard costing and labour costing is an asset

## PRINCIPAL RESPONSIBILITIES

1. Maintains operations within established standards for quality, productivity, safety and housekeeping; organizing and prioritizing workload on a regular basis.
2. Lead multiple packing lines on production floor.
3. Ensure production schedules are met, follow-up and deal with any problems that may occur.
4. Ensure availability of all packaging material in accordance with the daily production schedule active purchase orders.
5. Resolve any employee disputes and solve issues with tact while upholding EarthFresh values.
6. Set-up and allocate EarthFresh employees to designated lines and start daily line operations.
7. Create tags for inventory management using re-pack module in Famous.
8. Ensure compliance to the Occupational Health and Safety Act, Food Safety Act, employment regulations and EarthFresh company policies.
9. Work closely under the direction of the Production Manager.