

Job Description



Feeding the world
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Position:	DAY SHIFT PRODUCTION SUPERVISOR
Reporting to:	Production Manager
Status/Shift:	Monday to Friday (shift may vary)
Hours Worked per Week:	40 hours
Salary:	TBA

SUMMARY OF JOB FUNCTIONS

To assist meeting production requirements in an efficient and safe manner, and to coordinate, supervise and schedule the unionized, hourly employees.

QUALIFICATIONS / REQUIREMENTS

- Completion of a post-secondary diploma and a minimum of three years' supervisory experience in a food manufacturing and/or processing environment
- Working knowledge of GMP, HACCP, SQF, CFIA and OHSA
- Experience with coordinating, supervisor and scheduling unionized employees
- Demonstrated decision-maker with the ability to analyze and solve problems
- Strong interpersonal, communication and leadership skills

RESPONSIBILITIES

- Ensure production requirements are achieved while meeting quality, yield, efficiency and food / employee safety standards
- Effectively motivate and direct employees by facilitating / mentoring continuous improvement
- View production schedule in order to schedule manning requirements by production
- Resolve work problems and recommend measures to improve productivity and product quality
- Prepare production reports in an accurate and timely manner
- Perform / organize employee job training and team meetings to ensure efficient and safe task performance
- Request and control materials and supplies
- Understand and follow all aspects of the Collective Agreement, and deal with grievances at the primary stage

