

JOB POSTING

JOB TITLE: Production Supervisor – Main St. (3rd Shift)
WAGE RANGE: TBD
DEPARTMENT: Main St. – Production
REPORTS TO: Plant Manager

Job Summary:

This position is directly responsible for providing supervision to the Main Street Production facility to ensure that the plant is operating within established guidelines in a safe, efficient manner.

Deliverables:

Consistently meet or exceed production targets through the effective use of appropriate personnel in the various production processes.

Job Duties:

Essential Functions –

- Supervision of Main St. Production employees.
- Ensure all employees work safely and follow all corporate safety policies and rules.
- Ensure all employees follow & adhere to Good Manufacturing Practices (GMP's).
- Ensure all employees follow and adhere to corporate policies and rules.
- Adhere to production schedules and ensure materials are available for production activities.
- Professionally and productively analyze and resolve work issues.
- Must be able to work with minimal supervision, multi-task and prioritize workload.
- Ensure building sanitation is maintained at an audit ready level at all times.

Additional responsibilities

- Maintain accurate time records for Production employees.
- Follow all company policies and rules.
- Assist in the documentation, preparation and delivery of employee discipline.
- Other duties as assigned.

Education and Qualifications:

- High School diploma required. College degree and/or prior supervisory experience preferred.
- Excellent interpersonal, computer and communications skills (both verbal and written).
- Ability to work cooperatively as a team member.
- Must be flexible in working varying hours, including holidays, weekends and meetings.