



Knott's Foods is currently seeking hands-on, "get it done", food processing / manufacturing professionals who are ready to step into a key leadership position as **Production Supervisor** in this fast-paced food processing facility. This is an excellent opportunity for the right professional to find a solid career with a forward thinking an innovative organization.

The Production Supervisor is a member of the plant leadership team and plays a key role in providing management and leadership to deliver business results and operational improvements. Under direction of the Operations Manager, the Production Supervisor is responsible for the day-to-day manufacturing operations for an assigned area and shift. This role has responsibility to achieve productivity, efficiency, customer service, cost, quality, safety and employee engagement objectives through both individual and team contributions. Provides direction, leadership, development and support to direct reports through empowerment, teamwork, on-the-job assignments and continuous improvement projects and initiatives. Develops, implements and promotes safety programs and safe work practices through involvement in plant safety teams, programs and initiatives. Promotes sound employee & labor relations within the department by developing and maintaining an effective organization with qualified personnel. Develops, promotes, and supports continuous improvement and other cross-functional initiatives.

PREFERRED CANDIDATE QUALIFICATIONS:

- BA/BS Degree in Business, Food Science, Engineering or related field is preferred
- Strong communications skills with the ability to lead/guide/direct production teams
- Understanding of the food processing environment.
- True team player with a positive and cooperative attitude willing to do whatever it takes.

Knowledge, Skills and Abilities:

- Must adhere to strict "Good Manufacturing and Laboratory Practices" and Safety for work in a food environment.
- A high degree of attention to detail and accuracy is required.
- Reads, writes, speaks, interprets, and understands detailed English written and verbal instructions, policies, and procedures.
- Visual acuity and taste to discern product variation.
- Working conditions frequently includes a cool indoor food production environment with water on the floor, and occasional freezer environment. Clean environment, requiring hand washing every time you go on the floor 20+/- times a day. We have allergens in the work environment.
- You will keep production operating in a safe and efficient manner, every day, ensuring highest quality product. This is a hands-on facility that will require the ability and willingness to lead but also be a part of the team.

ESSENTIAL FUNCTIONS:

The essential functions of this job include, but are not limited to:

- Supervising production associates in an appropriate manner regarding all aspects of production activities, including, prioritizing duties, delegating work assignments, and scheduling employees to optimize production and sanitation functions, as necessary.
- Ensuring all quality standards and procedures are maintained. Administers all quality procedures, GMPs, environmental sanitation and housekeeping.
- Participating on cross-functional teams to build a culture of operational excellence and innovation in the areas of processing, methods, productivity, Good Manufacturing Practices, safety and quality.
- Overseeing the appropriate training of new and present employees in the processes and methods required to achieve Knott's Foods standards for quality, quantity, and safety.
- Overseeing and coordinating activities of the environmental sanitation programs in compliance with state and federal regulations and GFSI requirements during assigned shift. Assists in regulatory inspections and customer audits.
- Be hands on in every aspect of the process and will spend your days on the production floor to assure cost effective, timely and efficient production and coordinate distribution of consistently high quality products
- Maintain work flow by monitoring and developing steps of the process by setting processing instructions, observing control points and equipment, monitoring productivity.
- Under the direction of the Operations Manager, setting productions schedules and accomplishing product manufacturing goals by establishing priorities, monitoring progress, resolving problems and reporting results of the processing flow on production summaries
- Maintain a safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- Responsible for analyzing data; investigating trouble spots, identifying solutions, recommending action to the Operations Manager
- Meet and maintain company objectives and efficiency standards for:
 - Overtime
 - Yield
 - Safety
 - Quality
 - Sanitation
 - Waste
 - Customer specification
- Maintain a high level of moral in the production room by:
 - Treating employees with respect and addressing them by name
 - Refraining from using harsh language
 - Being fair and impartial when making judgments
 - Recognizing employee achievements
- Conduct post cleaning and pre-op inspections
- Approve mixes for lines startup
- Ingredients and packaging verification at start up and throughout the production runs
- Assist in quality assurance data management. Database Maintenance
- Conduct line checks and startups
- Participate in FM and food safety or quality incidents investigations
- Ensure GMP and GLP compliance

- Ensuring the completion of all required production paperwork including, records, inventory, inspection, sanitation reports, processing/CIP charts and maintenance work orders.
- Prepare all paperwork in a neat, legible and timely manner
- Report all employee absences, tardiness, accidents; company rules infractions or job performance problems to the Operation Manager or Personnel Office as assigned. Report mechanical problems immediately to the maintenance department
- Works overtime as required
- Other duties as assigned.

PHYSICAL/ENVIRONMENTAL CONDITIONS

- Frequently to constantly standing, walking
- Occasionally to frequently bending, stooping, reaching, pushing, pulling climbing
- Occasionally carrying products 5 pounds to 50 pounds
- Occasionally to frequently repetitive hand motions (i.e., writing)
- High degree of pressure to meet production schedules
- Constant exposure to product fumes such as onions, peppers, etc.
- Exposure to chemicals such as chlorine etc.
- Constant exposures to varying degree of temperature 45 degrees or less.

REQUIRED COMPETENCIES:

The following are required competencies of the position that must be met by the employee to successfully perform the essential functions of the job:

- **Computer Skills:** Ability to operate all information technology related business systems, programs and applications in a manner that achieves efficiency, accuracy, and relevancy of information processing and reporting as it applies to this position. Must have intermediate level knowledge of Microsoft Excel, Word and Outlook.
- **Language Skills:** Ability to read and interpret documents such as dictated letters or memoranda, invoices, company policies and various documentation, paying attention to grammar. Ability to process routine reports and correspondences. Ability to communicate effectively with employees and applicants of the organization. Ability to effectively present information to other employees of the organization.
- **Mathematical Skills:** Ability to correctly add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to correctly compute rate, ratio, and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Other Skills & Abilities:** Requires the ability to operate a variety of standard business machines. The ability to drive a motor vehicle, and maintaining a valid driver's license. Must have strong leadership and mentoring skills.