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JOB DESCRIPTION

PRODUCTION SUPERVISOR

(JD-008)

1.0 Production Supervisor

1.1 This document describes the job description for the role of the Production Supervisor.

2.0 Responsibilities

2.1 General responsibilities

- 2.1 Follow and lead production team to maintain compliance with facility guidelines concerning food and physical safety, maintenance, and equipment/space cleaning requirements at all times.
- 2.2 Follow and maintain team compliance with and records for facility sanitation, and cleaning checklists and other checklists as instructed.
- 2.3 Follow and maintain team compliance with production schedules, lunch and other breaks, and overtime limitations.
- 2.4 Helping with and managing a team to fill products, seal packaging, cool products, and assemble products in cases and on pallets.
- 2.5 Clean dishes, kitchen, office and equipment as needed.
- 2.6 Assist with cleaning, sanitation, and organization of kitchen, walk-in coolers, and all storage areas.
- 2.7 Manage inventory of packaging materials, production supplies, and equipment parts.
- 2.8 Maintain files for production records.
- 2.9 Maintain employee schedule and manage last-minute adjustments.
- 2.10 Oversee equipment maintenance and coordinate repairs and records as needed

2.2. Specific FSMS Responsibilities

- 2.2.1 Comply with food safety program and maintain clean and orderly work areas
- 2.2.2 Operate food processing equipment
- 2.2.3 Ensure that food products are processes and prepared by following standards of cleanliness and hygiene
- 2.3.4 Ensure that all company food safety and quality assurance procedures are followed and documented correctly at all times

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3.0 Qualifications

- 3.1** You need to be authorized to work in the United States.
- 3.2** You need to be able to do the following:
 - 3.2.1 Work in a continuously-standing position for five or more hours
 - 3.2.2 Work with hands continuously
 - 3.2.3 Work with hot products such as hot soup
 - 3.2.4 Work in a cold environment, such as the walk-in cooler and with ice-water at the cooling station
 - 3.2.5 Be able to frequently bend, stoop, and lift objects up to 60 pounds
 - 3.2.6 Work various shifts (mornings, nights, and/or weekends), as required
 - 3.2.7 Work as a team player at all times
 - 3.2.8 Must have at least 2 years of kitchen or food manufacturing experience.

4.0 Training Requirements

- 4.1** Training provided for Production Team Members
 - 4.1.1 Employee orientation, covering:
 - a) The Food Safety policy,
 - b) The importance of meeting regulatory, statutory and customer requirements.
 - c) The relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
 - d) The requirement for effective communication for all personnel whose activities have an impact on food safety.
 - 4.1.2 GMP Program Training
 - 4.1.3 Food Safety Training
 - 4.1.4 Allergen Management Training
 - 4.1.5 Sanitation Program
 - 4.1.6 Chemical Control Program
 - 4.1.7 Illness & Injury Prevention Program Training
 - 4.1.8 Food Defense Training
 - 4.1.9 CCP Training
 - 4.1.10 Gluten-free testing training
 - 4.1.11 LOTO (Lockout Tagout) Program Training
 - 4.1.12 Serve Safe Training
 - 4.1.13 Work Environment and Safety Training
 - 4.1.12 Sanitation Program
- 4.2** Additional training for Production Team Leaders
 - 4.2.1 Records Control Procedure
 - 4.2.2 Corrective Action Program
 - 4.2.3 Control of Non-Conforming Products Procedure
 - 4.2.4 Pre-Requisite Program
 - 4.2.5 Control of Monitoring Procedure

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- 4.2.6 Audit Program
- 4.2.7 Receiving Program

5.0 Reporting Structure

- 5.1 You will report to the Plant Manager

6.0 Related Work Instructions

- 6.1 Operating the Soup Pouch Filler
- 6.2 Operating the Soup Cup Filler
- 6.3 Operating the Date-coding Machine
- 6.4 Operating the Bag Sealer
- 6.5 Operating the Box Taping Machine
- 6.6 Operating the Air Tunnel
- 6.7 Managing the Cooling Process
- 6.8 Daily Production Reporting (Batch forms)
- 6.9 Time-card Reporting