

POSITION DATA					
JOB TITLE:	Production Supervisor	SUPERVISES:	Production Group Leaders	SALARY GRADE:	65k to 80k
DEPARTMENT:	Production	REPORTS TO:	Packaging Manager	LOCATION:	Lebanon
JOB SUMMARY					
<p>Under the direction of the Packaging Manager, the Production Supervisor coordinates and supervises a year-round frozen repackaging operation, ensuring the repackaging of safe, quality products within established cost standards and service levels. Participates in the facility safety program to direct and implement safety policies and programs to achieve established goals and provide a safe, efficient environment for all employees. Participates in the quality systems program to direct and implement quality system policies and programs to achieve the production of safe, quality products. Participates in the facility low-cost producer program to accomplish the short and long-range goals of the facility.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> Provides strategic and operational supervision to the shift group leader, (hourly) supervisory staff. Maintains optimal staffing levels for the shift, and all operational needs. Ensures adequate levels of trained personnel exist for critical shift positions. Directly responsible for ensuring that all staff are trained and adhere to all facility and regulatory food safety requirements to include FDA, SQF, HACCP, and established Good Manufacturing Practices. Directly responsible for ensuring that all staff are properly trained and adhere to all safety/security and regulatory guidelines as required by OSHA, Dept of Homeland Security, etc. Directly responsible for ensuring that shift operations are accomplished in accordance with established environmental agencies, DEC, and EPA. Directly responsible for ensuring that shift operations meet or exceed established standards for cost(s) and production efficiency. Directly responsible for promoting the Nortera Culture via established programs such as Manage-Go, Vege-Go while ensuring all production and business are conducted within the company guidelines of Corporate and Social Responsibility. Develops subordinates and staff via established methodologies for Performance Management.. Participates as a member of the facility Safety Committee and promotes all employee Wellness initiatives. Motivates, Coaches, and Mentors all team members, leading by example as applicable. Interacts and Supports in a professional manner all other facility functions, (HR, Maintenance, Quality Systems, Logistics) as part of a focused, cohesive team. Must be able and willing to switch work shifts in the event it is necessary to accommodate the needs of the facility. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> Computer Literacy: Microsoft Office, Facility Inventory System. Excellent organizational, and communication skills. 				

Production Supervisor Position Description

PHYSICAL DEMANDS	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 15lbs. Occasionally up to 50lbs. ▪ Occasional pushing/pulling up to 40lbs. ▪ Occasional bending, squatting, twisting, climbing, crawling, reaching, ▪ Frequent dexterity, standing, walking, sitting, typing ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Light</p>		
WORK ENVIRONMENT	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE	5-8 years of progressive supervisory/management experience		
EDUCATION	Associates degree in Food Technology or related field with additional course work in Supervision and Management		
APPROVALS			
Employee Signature:		DATE:	
Manager Signature:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Bonduelle reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.