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**Job Title:**  
 Production Supervisor  
**Classification:** Exempt full time  
**Reports to:** Production Manager

### **A. PURPOSE**

Production Operations Supervisor who will be an integral part of our success, providing leadership and manufacturing excellence to our food manufacturing facility. This position will work directly with the Production Manager to develop, execute, and achieve production goal and objectives.

### **B. DUTIES**

#### **General Overall Duties (1-9 listed below)**

**Some of the duties of this position are those described below. This job description does not state or imply that the duties listed are the only duties and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties as requested by management.**

1. Follows and enforces employee's safety procedures (including conducting weekly safety meeting & record trainings etc.)
2. Report any unsafe conditions to immediate supervisor or manager
3. Follow, Monitor, and Enforce all food safety procedures
4. Follows and enforces SQF requirements (Facilities, Equipment, SSOP, SOP, GMP's, and ETC)
5. Follows and enforces USDA & FDA guidelines and regulations.
6. Follow Company Policies, Regulations, and Lunch & Break Policies
7. USDA/FDA
  - Candidates must possess a fundamental understanding of FDA, FSIS-USDA regulations through Regulatory Requirements for Meat/Poultry Food Products.
  - Keep up to date on all relevant changes (on both agencies) that might directly or indirectly affect the company and/or individual food products.
  - Review new and existing product labels to ensure adequacy
8. Works together with Production Manager to complete tasks in a neat and timely manner
9. Implements the company's MAP (Vital Factors) Meetings with their teams

#### **Position Area Duties (1-8 listed below)**

1. Supervisor all aspects of operational activities of assigned department, producing multiple products supporting the Del Real Foods Brands and achieving all departmental key objectives: cost, quality, customer service, sanitation, safety/environmental, and system performance.
2. Ensure efficient, safe, & sanitary processing & packaging of consumer food products in the quantities required. Ensure that production facilities and finished products meet Del Real Foods and government standards of quality, sanitation and safety.
  - a. This includes but not limited to; maintaining established staffing levels, rest and meal period compliance, Safety Standards, Food Safety/SQF, GMP's, SOP's, HACCP, CCP's, and CP's, etc.
3. Day to day priority/direction setting including coordination with other departments in facility (quality, maintenance, warehouse)



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4. Clearly communicates and hold self and staff accountable for business objectives. Provide leadership to insure success in achieving business objectives.
5. Manage “major events” such as start-ups, changeovers, and shutdown activities. Ensure effective communication between work groups and support resources at the facility.
6. Interface with hourly employees to resolve issues; monitoring compliance rest and meal period; validation of collection of time records and drive employee accountability by performance management and addressing employee discipline as necessary in consistent with Del Real Foods disciplinary processes.
7. Foster relationships with other staff members to create an environment where all employees are encouraged & developed to reach their full potential in meeting department/business goals.
8. Facilitate, coach, counsel and guide the production group to ensure they are equipped to consistently deliver results.

### Specific Skills and Abilities Required

1. Leadership - ability to lead, provide direction, and make sound decisions to move production to achieve excellence.
2. Demonstrates personal effectiveness - ability to influence staff to accomplish operational objectives.
3. Ability to adapt and flourish in shifting circumstances.
4. Teamwork - promotes teamwork and is an example to others; ability to relate to all levels of the organization.
5. Proficiency of USDA, FDA and SQF Regulations
6. Customer Focus Strives to proactively address customer concerns and needs. Assists business partners and customers achieve their work goals via application of their own skills and knowledge; strives to provide consistent customer satisfaction.).

### B. EDUCATION/EXPERIENCE

1. High School/ G.E.D
2. Minimum 5-7 year experience on the field (Food Industry is a plus)
3. Bilingual (English/Spanish)
4. Experience with USDA products highly desired

### D. Physical Requirements (All requirements are subject to possible modification to reasonably accommodate individuals with a disability.)

#### 1. Physical activities of this position. (Check ALL that apply.)

- Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping:** Bending body downward and forward bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling:** Bending legs at knee to come to a rest on knee or knees.



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- Crouching:** Bending the body downward and forward by bending leg and spine.
- Crawling:** Moving about on hands and knees or hands and feet.
- Reaching:** Extending hand(s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Grasping:** Applying pressure to an object with the fingers and palm.
- Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing:** Noisy environment.
- Vision:** Close work.
- Repetitive motions:** Substantial movements (motions) of the wrists, hands and/or fingers.

1. **Degree of physical exertion required for the position. (Check ONE.)**

- Medium Work:** Exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects

**Environmental conditions the employee will be subject to in this position. (Check ALL that apply.)**

- Inside environmental conditions:** Protection from weather conditions, but not necessarily from temperature changes.
- Outside environmental conditions:** No effective protection from weather.
- Both environmental conditions:** Activities occur inside and outside.
- Extreme cold:** Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
- Noise:** There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

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- Vibration:** Exposure to oscillating movements of the extremities or the whole body.
- Hazard:** Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- Atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- Oils:** There is air and/or skin exposure to oils and other cutting fluids.
- Humidity:** Exposure to humid conditions ranging from 70 to 92 percent.
- None:** No substantial exposure to adverse environmental conditions (such as in typical office or administrative work).

#### 4. PRIMARY CONTACTS