



<b>Job title</b>	<i>3<sup>rd</sup> Shift Production Supervisor</i>
<b>Reports to</b>	<i>Operations Manager</i>

### **Position Summary**

The 3<sup>rd</sup> Shift Production Supervisor manages staff by organizing and monitoring work-flow in multiple functional areas including mixing, production, packaging, and material handling functions. This position will oversee the daily operations of food processing. They will need to ensure that production meets SQF requirements as it relates to documentation, meeting critical control points, and control points. This position ensures we are meeting health, sanitation, and quality standards set by the corporation, food industry, and government agencies as well as operational performance standards around safety, quality, cost, and service.

### **Duties and Responsibilities**

- Effectively communicate safety, food safety, quality, good manufacturing practices and training to the manufacturing team. Ensure that all areas of responsibility are in full compliance with SQF (Safe Quality Food) systems at all times.
- Works across departments to ensure good communication with maintenance, sanitation, FSQ, scheduling, and all other support groups. Actively participates in safety, quality, SQF, food defense, and other cross functional teams within the organization.
- Provide leadership, direction, and support to all aspects of production. Monitor and supervise production activities to ensure productive, efficient operations, and compliance with all regulatory requirements.
- Responsible for coordinating shifts, arranging schedules, and monitoring employee performance.
- Communicate daily with production employees to assess status of current production needs, assign or adjust work orders, follow up on assigned work, and plan and schedule future production. Collaborate with management members to improve overall plant performance.
- Communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Manage department priorities.
- Balance quality, productivity, cost, safety and morale to achieve positive results in all areas. Work to continuously improve in all areas.
- Ensure effective employee relations. Provide employee coaching and development. Make employment decisions. Resolve employee issues through problem resolution.
- Track absenteeism and timekeeping.
- Perform accident investigations.

## Physical Requirements

Regularly required to stand at least 9 hours, walk, bend, and use both hands for repetitive grasping, and lifting.

## Benefits

- 401K
- Vacation
- Insurance (Health, Dental Vision)
- Bonus Plan
- Partial Gym Membership

## Why Hudsonville?

We take pride in offering benefits that are competitive. Here at Hudsonville we offer a first-class work environment with a real family feel to it. We appreciate our employee's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options designed to fit our employee's needs. We also value continuous learning and offer many opportunities for off-site training.

---

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>January 23, 2019</i>