



**Title: Production Supervisor**  
**Reports to: Production Manager**  
**Exempt Status: Non-Exempt**

**Summary:**

Direct and coordinate activities of production department to process materials and/or manufacture products within the Company. Responsible to uphold Company quality standards while meeting all orders in a timely fashion. Manage production crew work flow to optimize production capabilities.

**Primary Duties:**

- Develop and evaluate improvements in operational and maintenance procedures, policies, and/or method in manufacturing activities
- Increase productivity through improving existing machinery and methods, and reducing waste
- Track and reduce manufacturing costs
- Monitor timing of raw material inventory needs with Inventory Control Manager
- Review production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan department operations
- Plan production operation; establish priorities and sequences for manufacturing products
- Prepare operational schedules and coordinate manufacturing activities to ensure that production and quality of products meet specifications
- Review production and operating reports and resolve operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays
- Supervise packaging production crew

**Non-Essential Duties:**

- Ensure all employees are properly trained in use of equipment and raw materials handling to meet safety compliance
- Develop or revise standard operational and working practices and observe workers to ensure compliance with standards
- Perform miscellaneous duties as requested by supervisor

**Experience:**

- Bachelor's degree (BA) from a four year college or university preferred
- Minimum of 5 years related experience and/or training in a manufacturing and quality control environment
- Or equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the job

Employment is dependent upon successfully passing a pre-employment physical and drug screening.