



Production Supervisor

Duties include but are not limited to:

- Provides leadership for Lead Hands, Operators and General Help staff, motivating employees to continually improve performance and results and achieves daily productivity targets
- Directs staff to ensure schedules are met, other business objectives are prioritized, changeover times are minimized, shifts are synchronized, production is optimized within the weekly cycle and documentation is completed accurately
- Has overall responsibility for production recording accuracy, scheduling targets and run times, and quantity compliance to schedule
- Hosts shift meetings, ensures equipment, chocolate and materials are ready to start up, monitors production for on time start up, break times, shift changes and line speeds to achieve maximum output
- Oversees the use of WMS tools to arrange for timely delivery of ongoing supply of materials into production area from warehouse and finished goods and excess packaging out of production area to warehouse
- Collects continuous improvement ideas, and works with the Plant Manager and/or the Compliance and Product Development Supervisor to develop and carry out action plans to address ideas for improvement, company or departmental objectives and is responsible to implement and sustain new processes
- Monitors product quality to ensure established standards are maintained
- Reconciles material usage at the end of each production run to maintain accurate inventories and problem solves work order and inventory issues
- Oversees the posting of daily production results on the target charts
- Proactively identifies safety, maintenance and quality issues and uses established procedures such as maintenance work orders and product holds to prioritize and notify appropriate departments for support and resolution
- Supervises and evaluates staff performance, using performance and attendance management tools and coaching techniques, supported by the Plant Manager; monitors progression of modified duty employees
- Complies with all safety policy, accident prevention and compliance programs; reviews work areas for potential issues that could result in losses
- Oversees or performs safety, quality and/or job specific training as required
- Maintains area to satisfactory level of cleanliness and sanitation
- Performs other duties as assigned

All applicants must have:

- Relevant post-secondary education, preferably a degree or diploma in Engineering, Food Science, Business or Operations Management, or equivalent experience
- Qualifications in logistics and/or, recognized safety programs are desired
- Previous experience in a unionized food-manufacturing environment; knowledge of GMP's
- Superior communication skills in a multi-cultural environment
- Demonstrated problem-solving and leadership skills
- Computer literacy, specifically Windows and Microsoft Office Suite
- Six Sigma or Lean Manufacturing training would be an asset
- Candidates will be required to work shifts and/or weekends during certain times