



JOB TITLE: Production Supervisor
REPORT TO: Production Manager
LOCATION: North Kingstown, Rhode Island
SHIFT: 3rd Shift
TYPE: Exempt

JOB SUMMARY:

The Production Supervisor is expected to provide fair and effective leadership to their production staff, with a strong focus of building a well-rounded cross trained team. A primary focus on company values of Integrity, Trust, and Teamwork. He/she will be directly responsible for all production functionality throughout their shift. The Production Supervisor should be a strong communicator with the ability to direct, delegate and communicate senior management directives pertaining to safety, quality, productivity and human services. He/she must work effectively with all support departments: maintenance, quality, and warehouse on a daily basis, maintaining a positive relationship with all support departments. He/she must possess and be able to develop trouble shooting skills specific to the manufacturing process, but not limited to. He/she should monitor inventory levels on all raw materials (daily) and be accountable for all usage discrepancies. The Production Supervisor must understand and utilize root cause analysis. All continuous improvement methods should be utilized daily when problem solving methods are needed. Also able to develop and execute appropriate action plans to resolve staff, mechanical, quality, and process improvement initiatives. He/she should operate in a LEAN manufacturing environment. Also able to focus on contributions to safety, continuous improvement, increased productivity, cost controls and reductions. The Production Supervisor will also be responsible for training of new employees, and Identifying potential growth and developing other team members. He/she should have a basic understanding of Microsoft Office modules, including Excel, Outlook, and PowerPoint.

- Responsible for consistently attaining acceptable KPI's of their respective shifts
- Helping to improve Safety concerns and identifying all potential hazards, along with promoting all safety programs to their staff
- Communicating/Maintaining quality improvements and initiatives. Effectively communicating all chapter of QMS and added to all programs which need improvements
- Meeting or exceeding daily production output goals, along with effectively communicating these expectations.
- Maintaining and adhering to Edesia's MSS Master Sanitation Schedule. With strong follow-up to ensure effectiveness.
- Ensuring that all data collections are accurate and meet Edesia's QMS standards.
- Must understand inventory control systems, and perform daily physical inventory
- Effectively communicate Real Time Production (JIT) mentality and other continuous improvement policies
- Able to effectively review and asset a development plan for each of their direct reports
- Able to operate all machinery and able to train staff members on correct change-overs policies/procedures within all areas of production Packaging/Blending.
- Able to use and effectively operate the PCS Programmable Control System. Also able to continuously develop their team member on a version upgrade of changes.



Must effectively communicate Edesia's company core values of Integrity, Trust, Respect, and Teamwork

QUALIFICATIONS:

Required:

- A minimum of three (3) years' experience leading a production/manufacturing staff. Preferably batch making, blending, filling and packaging operations
- Proven ability to utilize staff to maximize productivity and quality efforts
- Ability to train & qualify staff on all production machinery & process control systems (PCS)
- Have worked with an inventory control system and has basic knowledge of supply chain management and production reporting system.
- Prior participation on safety teams, certifications of safety training, and a general understanding of OSHA guidelines and regulations.
- Knowledge of and performed in Good Manufacturing Practices (GMPs) & FDA compliant environments.
- Prior experience with quality control systems such as HACCP and ISO
- Fluent in written and spoken English
- Self-starter –will carry out directives with minimal supervision
- Able contribute to LEAN initiative teams such as 5S, and Value Stream Mapping, and 5Y problem solving techniques.

Preferred:

- Basic mechanical/maintenance background
- Experience driving electric fork truck, manual and electric pallet moving equipment
- Flexible in working hours/shifts, available for overtime.
- Versed with Microsoft Office business modules

WORK CONDITIONS:

- Able to maintain stationary standing for extended periods of time
- Inconsistent loud machinery for less than two hour increments.

The requirements described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

APPLY : <https://www.edesianutrition.org/>

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