



## POSITION DESCRIPTION

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Position Title: Production Supervisor

Location: Watertown, CT

Reports To: Production Manager

FLSA:  Exempt  Non-Exempt

Date: May 2024

### I. POSITION SUMMARY

This position ensures the proper execution of all production requirements and the day-to-day supervision of operators.

#### ESSENTIAL POSITION RESULTS

- Ensures operators adhere to all safety protocols and always behave in a safe manner, including compliance with OSHA regulations.
- Leads team members in the production of high-quality products by ensuring compliance to food safety (SQF) and good manufacturing practice (cGMP) requirements.
- Ensures operators execute production requirements as detailed in SOP's, Batch Records, and on the job training, and verifies activities are properly documented.
- Conducts on the job training for all production, quality, and safety related procedures.
- Prioritizes production resources and activities to ensure the timely completion of customer orders.
- Ensures timely and open communication of the status of production activities to production management. Ensures effective communication of status and priorities between 1<sup>st</sup> and 2<sup>nd</sup> shifts.
- Fosters a team environment with clear expectations and accountability while promoting a clean and organized workplace that minimizes waste.
- Coordinates the execution of production requirements with cross functional teams including Quality & Regulatory, Supply Management, Facility Maintenance, and Shipping & Logistics.

### III. SUPERVISORY RESPONSIBILITIES

Manages the day to day activities of the production team.

Will require flexibility with working some weekends and overtime when necessary.



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### IV. MINIMUM QUALIFICATIONS

#### **Education, Certifications and /or licenses:**

- Professional training in manufacturing related programs such as six sigma, ISO, or TQM.

#### **Experience:**

- A minimum of 5 years supervising others in a manufacturing environment.

#### **Knowledge/Skills:**

- Must be results oriented professional with excellent English verbal/written communication skills using diplomacy and discretion as well as the ability to communicate effectively.
- Ability to multi-task, work independently and/or within a team, strong attention to detail and meeting deadlines.
- Bilingual in Spanish a plus.

### PHYSICAL DEMANDS

#### V.

*The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and climb or balance. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*



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### VI. WORKING CONDITIONS AND ENVIRONMENT

*The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.*

While performing the duties of this job the employee is regularly exposed to normal business office environment and occasionally exposed to a manufacturing environment. The ability to share workspace and dress in proper attire such as required PPE gear as necessary.

#### **Company Purpose (Why We Exist):**

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

#### **Company Values (How We Work Together Every Day):**

**SAFETY** – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

**QUALITY** – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

**RESPECT** – We consistently work together with mutual care, open communication and honesty.

**SERVICE** – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

**INNOVATION** – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

**TEAMWORK** – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

**SUCCESS** – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

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Employee/Applicant

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Supervisor / Manager

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Date