

# JOB DESCRIPTION

<b>Job Title:</b> <b>Production Supervisor</b>	<b>Date:</b> <b>August 2008</b>
<b>Reports To:</b> <b>Production Manager</b>	<b>FLSA Status</b> <b>Exempt</b>

## SUMMARY/PURPOSE

The purpose of this position is to plan, direct and coordinate the work of bakery employees, resulting in smooth shift operations, high quality products produced on-time, and a motivating work environment.

## ESSENTIAL JOB FUNCTIONS

- Meet Bakery Goals**
- Direct and coordinate the activities of employees engaged in the production of bakery products
  - Plan and establish work schedules, assignments, and production sequences to meet production goals.
  - Interpret production orders and company policies and procedures for workers.
  - Confer with other supervisors and shift leaders to coordinate operations and activities within or between departments.
  - Place service calls for equipment maintenance and repairs.
- Monitor and Measure Work**
- Calculate labor and equipment requirements and production specifications, using standard formulas.
  - Maintain operations data such as time, production, and cost records, and prepare management reports of production results.
  - Observe work, and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
  - Inspect materials, products, or equipment to detect defects or malfunctions.
  - Provide written reports of issues, problems and/or observations on a daily basis.
- Demonstrate Leadership**
- Confer with management, co-workers and/or subordinates to resolve worker problems, complaints, or grievances.
  - Demonstrate positive leadership practices including setting clear goals with shift leads and employees, providing regular feedback, and contributing to a positive and motivational work environment.
- Provide Training**
- Demonstrate equipment operations and work and safety procedures to new employees, or assign employees to experienced workers for training.

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### **REQUIRED SKILLS AND EXPERIENCE**

*Minimum requirements in terms of educational background work experience, licenses/certifications or other knowledge, skills and abilities.*

#### **Educational Background and Experience**

1. Two-year associate degree, vocational training, or equivalent experience required.
2. Minimum of three years of experience in bakery production supervision.

#### **Knowledge, Skills and Abilities**

##### **Strategic Skills**

3. Functional and Technical Skills: Minimum three years in bakery production required; working familiarity with MS Office Products required

##### **Personal and Interpersonal Skills**

4. Excellent communications skills required, including active listening and effective speaking
5. Managing Diversity: Proven ability to work with a variety of people, based not only on legally-protected classifications but also differences in communication styles, learning styles and other differences
6. Motivating Others: Demonstrated skill in contributing to a motivating work environment
7. Ethics and Values: Demonstrated ability to maintain the highest ethical standards in the work environment
8. Integrity and Trust: Demonstrated skill in earning and keeping co-worker and direct reports' trust

##### **Operating Skills**

9. Organizing: Demonstrated skill in organizing work, setting priorities and planning ahead required.

##### **Energy and Drive**

10. Perseverance: Demonstrated skill in working toward goals despite encountering obstacles.
11. Drive for Results: Focus on and commitment to achieving outcomes required.

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## Job Demands and Conditions Analysis *Production Supervisor*

O = Occasional, less than 1 time per week  
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time  
C = Consistent, more than 2/3rds of the time  
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting		X			Works alone	X			
Standing				X	Works with others				X
Walking				X	Customers contact		X		
Lifting		X			Shift work				
Carrying		X			Extended day			X	
Pushing/Pulling		X			Cold		X		
Bending at waist		X			Heat		X		
Twisting upper body		X			Temperature changes		X		
Climbing					Wet	X			
Balancing					Humid		X		
Kneeling		X			Noise		X		
Crouching	X				Confined area				
Repetitive Motions					High places				
Reaching		X			Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				
Talking				X	Electrical hazards				
Hearing				X	Explosive materials				
Vision acuity - near			X		Fumes				
Vision acuity - far		X			Odors				
Depth perception	X				Dusts		X		
Field of vision	X				Mists				
Color vision	X				Gases				
Driving		X			Poor ventilation				
Other					Other				
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks			X		Work with solvents				
Computers				X	Work with acids, corrosives				
Telephones				X	Works with allergens			X	
Production equipment			X						

*\* This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*