

JOB DESCRIPTION

Job Title: Production Supervisor	Date: August 2007
Reports To: Operations Manager	FLSA Status Exempt

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.

JOB DESCRIPTION

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.

JOB DESCRIPTION

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		X		
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.*