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## Production Supervisor

**Hours:** M-F 6:00 am to 4:30 pm (Position may also require some Saturday shifts)

**Location:** This position is located at our Bolingbrook, IL facility. Candidates must be within reasonable commute distance to this location.

**Job Summary:** This position will support production operations at our Bolingbrook facility which will include, but is not limited to milling, blending, granulation, packaging, equipment inspection, and maintenance.

**Job Description:** Responsibilities include but are not limited to the below.

- Plan and lead production setups, on overtime when necessary, so that production lines can run as soon as the planned labor arrives for their shift.
- Manage the production team to meet production deadlines and performance metrics using the most efficient allocation of resources.
- Plan and lead production changeovers so they occur as efficiently as possible.
- Plan and control packaging inventory for production.
- Ensure employees are working safely and using all equipment as it is intended.
- Complete daily maintenance and production reports accurately.
- Effectively communicate with the production planner to keep them informed and to assist with setting the production schedule.
- Train employees in safety, quality, productivity, regulatory requirements, and the overall business operations as required.
- Enforce all food safety procedures which include, but are not limited to tool control, equipment inspections, product inspections, equipment calibrations, and document control.
- Contribute valuable input regarding capital expenditure projects and new equipment purchases.
- Expand and maintain our current equipment maintenance program.
- Create SOP's and SSOP's for all production equipment.
- Perform regular scheduled maintenance on production equipment.
- Assist in the review of all audit reports and help in the execution of necessary improvements.
- Submit time cards for all production employees.
- Make personnel recommendations to executive management for hiring, promotions, and disciplinary action.
- Lead, coach, and mentor all employees in a positive manner that represents BC Foods as a premier employer.

### Qualifications:

- Minimum 5 years of related supervisor experience
- Must have food manufacturing experience
- Must be fluent in English and Spanish
- Excellent understanding of HACCP, GMP, GFSI and FSMA
- Minimum 1-year experience on sit down and narrow aisle forklift
- Ability to lift up to 60lbs without assistance
- Able to work in varying warehouse temperatures that range from very cool to hot
- Team player that exhibits patience and a positive attitude

- Ability to prioritize work assignments in a fast-paced work environment, calm under pressure and flexibility to direct work force, and adapt to changing schedules as appropriate.
- Strong knowledge of production operation, including equipment, materials, workflow, with the ability to troubleshoot.
- Strong problem-solving skills
- Must be able to operate a PC and have basic knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Must be reliable
- Must be willing to work overtime including Saturdays as needed
- Must be able to pass drug and background screen