



Job Title: Production Supervisor
Job Code: 140017
Department: Operations
Reports to: Production Manager
Prepared By: Human Resources
FLSA Status: Exempt
Preparation Date: May 2024

POSITION SUMMARY: Under the leadership and guidance of the Production Manager, the Production Supervisor will oversee our production operations and ensure efficiency, quality, and safety standards are met. Key responsibilities include supervising production staff, monitoring workflow, implementing process improvements, and ensuring compliance with safety regulations. The Production Supervisor will play a pivotal role in driving productivity, optimizing resources, and fostering a culture of continuous improvement within the plant.

ESSENTIAL FUNCTIONS:

- Supervises and coordinates daily production activities to meet production targets and quality standards.
- Plans and prioritizes production schedules to optimize resources and minimize downtime.
- Leads, mentors, and motivates the production team to achieve performance goals and maintain a positive work environment. Trains and cross trains employees on various production functions.
- Manages production goals including waste, labor, throughput, and ensures the appropriate maintenance of production equipment.
- Ensures the timely initiation of production lines, efficiency of changeover, and monitors labor cost.
- Collaborates with other departments, such as maintenance, quality, and warehousing, to ensure a smooth and safe production flow.
- Enforces safety protocols and regulations to maintain a safe working environment for all employees. Follows all OSHA safety rules.
- Proactively and routinely monitors employee performance, provides feedback, and implements disciplinary actions when necessary.
- Drives continuous improvement initiatives to streamline processes, reduce waste, and enhance productivity.
- Implements and enforces compliance with Good Manufacturing Practices (GMP), Safe Quality Food (SQF) guidelines, and Food & Drug Administration (FDA) regulations.
- Actively participates in the recruiting process to support hiring needs for the department as necessary.

- Performs daily recaps and provides corrective action recommendations to operations leadership in areas including but not limited to safety, quality, cleanliness, yield, and efficiency.
- Performs all other duties as assigned by the Production Manager.

COMPETENCIES:

To perform this job successfully, the Production Supervisor must be self-motivated, able to problem solve, detail-oriented, and able to stay on task. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent organization and time management skills.
- Ability to communicate clearly and concisely.
- Self-motivated, with the ability to multi-task, prioritize, and adapt well to change.
- Ability to demonstrate excellent critical thinking and problem-solving skills.

EDUCATION AND EXPERIENCE:

- High school diploma or GED required.
- Minimum of one (1) year in a manufacturing supervisory role.
- Experience in food manufacturing desired.
- Strong knowledge of manufacturing processes, quality control principles, and safety regulations.
- Proficient with software packages such as JD Edwards, Excel, Word, Microsoft Teams, Email, Internet, and Power Point.

Job Analysis/Job Description Physical Activities Checklist
Job title: Production Supervisor

Physical Activities <i>Check all that apply</i>	Frequency <i>(N)Never, (O)Occasionally or (C)Constantly</i>
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	C
Remaining in a stationary position, often standing, or sitting for prolonged periods.	C
Moving about to accomplish tasks or moving from one worksite to another.	C
Adjusting or moving objects up to 15 pounds in all directions.	O
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands and/or fingers.	C
Operating machinery and/or power tools.	O
Operating motor vehicles or heavy equipment.	O

Environmental Conditions <i>Check all that apply</i>	Frequency
Low temperatures.	O
High temperatures.	O
Outdoor elements such as precipitation and wind.	O
Noisy environments.	C
Hazardous conditions.	C
Poor ventilation.	O
Small and/or enclosed spaces.	O

Physical Demands <i>Check only one</i>	Frequency
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	O
Heavy work that includes moving objects up to 100 pounds or more.	N

Disclaimer:

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

EEO Statement:

J&J Snack Foods Corp. is an equal opportunity employer and prohibits discriminatory employment actions against, and treatment of, employees and applicants for employment based on actual or perceived Federal, State and local laws that prohibit employment discrimination on the basis of race, color, age, national origin, ethnicity, alienage, religion or creed, gender, gender identity, pregnancy, marital status, sexual orientation, citizenship, genetic disposition or characteristics, disability or veteran's status, sex offenses, prior record of arrest or conviction, genetic information or predisposing genetic characteristic, status as a victim or witness of domestic violence, sex offenses or stalking and unemployment status.

The signature below indicates the team member's understanding of the requirements, essential functions, and duties of the position.

Team Member _____ Date _____