



## Bay State Milling Job Description

**Job Title:** Production Supervisor  
**Department:** Production  
**Reports To:** Operations Supervisor  
**FLSA Status:** Non-Exempt, Weekly  
**Prepared By:** Nate Van Groningen  
**Date Revised:** 1/27/2023

### SUMMARY

The Production Supervisor will direct and coordinate all activities in production. The position ensures the appropriate training of all employees is in place, plan and develops manufacturing goals and business objectives and creates systems to drive continuous improvements. Tracking of key performance metrics to give direction to the team, resolves technical issues and production problems, establishes production capacities and executes the facility production based on equipment and labor availability. This position reports to the Operations Supervisor.

### RESPONSIBILITIES

Responsibilities include but are not limited to: obtaining, planning and preparing a variety of grains/seeds for processing, repacking, or blending per customer or manufacturing requirements. Operates any equipment as needed. The position will be responsible for all aspects of the lines including minor maintenance and machine adjustment. They will ensure that packaging has been completed effectively which includes filling to proper weight, bags/boxes are formed and sealed correctly and have the proper batch numbers. The Production Supervisor must maintain high standards of safety, quality and teamwork. The position must ensure that all production lines are doing the following:

- Verifying the accuracy of raw materials being processed. Verification to include testing requirements, inventory and other customer requirements
  - Verification will be in conjunction with customer service, sales, and QA.
- Follow all GMPs, SOPs, and plant safety rules.
- Prepare the machine for operation by making necessary adjustments to ensure proper operation.
- Ensure processing/production lines are operating at maximum efficiency.
- Select proper packaging material and ensure that it is in good condition.
- Ensure that all food safety PC's are followed.
- Verify Machine Operator's production report accuracy.
- Ensure that the areas are maintained and kept clean during and after production.
- Follow production formulas in Dynamics AX.
  - Adjust formulas as needed based on actual production needs.
- Openly communicate any issues or suggestions to improve the operation of the facility.
  - Work on CI projects and/or lead new projects.



- Facilitate and conduct safety, QA and other training sessions.
- Train new operators on all aspects of job. Ensure safety and productivity of all employees.
- Built effective team on assigned shift, in an environment that employees both full time and temporary plant labor.
- Perform other duties or tasks as needed
- Ability to rotate Supervisory duties between 1<sup>st</sup> and 2<sup>nd</sup> shift highly desired but not required

### **ESSENTIAL EDUCATION, SKILLS AND ENVIRONMENT (BFOQ)**

Proficient in English speaking, reading and writing

Ability to perform basic mathematic computations, including addition, subtraction, multiplication, and division.

Ability to accurately record data onto documents and keep production records.

Must have a strong mechanical background, including PLC's and pneumatic systems.

At least two year's experience in flour/grain/seed milling (or food manufacturing).

Strong team building/leadership skills and excellent communication skills.

Experience with safety food audits.

Previous management experience a plus.

Ability to lift and move 50 lbs

### **EQUIPMENTS AND APPLICATIONS AND WORK ENVIRONMENT**

Forklift, Scales, Inkjet printers, Case erectors / filler, Blender, Conveyors

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, use hands to write, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to walk, climb or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. Some employees will operate forklifts and other motorized equipment. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

### **WORK ENVIRONMENT**

The primary work environment is a bulk food manufacturing environment. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Allergens are present throughout the plant and processes including but not limited to wheat-based products, soy products, dairy products, MSG, and other common allergens. Hearing protection is required in certain areas of the plant

### **FOOD SAFETY / SECURITY REQUIREMENTS**

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital



that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.

### **EQUAL OPPORTUNITY EMPLOYER**

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.