



Job Title: PLW Supervisor
Department: Packing
Reports To: Packing and Blending Manager
FLSA Status: Non-Exempt
Location: Clifton, NJ

SUMMARY

This position supervises the daily off shift (2nd/3rd shift) Packing, Blending(PB), Loading and Warehousing(LW) activities, as well as overall PLW sanitation and pest management functions and employees. The PLW Supervisor works in conjunction with the plant PB, LW and QA Managers, managing the production quality and overall food safety of products produced ensuring compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest levels of safety, quality and productivity.

Directly responsible for supervising daily PLW activities in packing, bulk and bag loading and blending as well as ensuring the effective use of cleaning and pest management, maintaining sanitation equipment, implementing area sanitation procedures in compliance with the Company's Quality policies and procedures.

RESPONSIBILITIES:

Spend 80% of time on the plant floor supervising PLW operations, sanitary process workflow, equipment operations, and that food safety and sanitation guidelines are being followed.

Ensure PLW AX activities are conducted properly and timely to avoid production and delivery delays and Prod 01 and Rework activities are entered properly.

Daily supervision of Bulk loading, tracking of inventories of finished product, flours for blending, ingredients and packing materials.

Assist Packing and Blending and Loading and Warehouse Managers in directing work activities of employees in the packing and loading departments to accomplish the scheduled packing and shipping activities as well as the cleaning responsibilities.

Under the direction of the PB and LW Managers, assists with month-end inventory counts of all products and materials in PB and LW departments.

Coordinates receiving of all ingredients and packaging materials

The PLW Supervisor is responsible for the accurate preparation of daily reports pertaining to flour bin inventories, bagged flour inventories, packing reports, routing sheets, inbound material inspection and counts, flour feed-in reports, and truck inspection reports.

Ensure PB and LW teams maintain AX scans accurately.



Plans and directs the PLW sanitation and pest management PB and LW staff in the general day-to-day sanitation and pest management activities.

Advise management on effectiveness of routine PB and LW sanitation and cleaning programs.

Manages the department's glass and brittle plastic program, and other food safety related prerequisite programs for PLW area.

Measures and tracks the effectiveness of the sanitation procedures via sanitation Key Performance Indicators/Pest activity for area of responsibility

Works with Pest Management Partners to ensure pest control practices are effective, and schedule and arrange fogging and fumigation activities as required.

Perform other duties as assigned by PB, LW and QA Managers.

This position will work 2nd and 3rd shift hours to ensure supervision of PB, LW personnel and operations. Additionally, Weekend, overtime, and other off-shift expectations are possible per business needs.

POSITION REQUIREMENTS:

- Knowledge of FDA, and Food Safety Plans (HAACP).
- Knowledge of sanitation and pest management in food processing.
- Excellent interpersonal and communication skills (written and verbal).
- Knowledge of food manufacturing and understanding of food safety & food processes.
- Knowledgeable of computer operations, able to use Word, Excel, Outlook, Power Point and Microsoft AX.
- Good relationship building skills.

ESSENTIAL EDUCATION, SKILLS & ENVIRONMENT:

- Bachelor degree preferred or A.A. degree from a two-year college or technical school, or have 3 years of working experience in a similar position.
- Minimum 3 years of food manufacturing experience in operations and sanitation roles
- The ability to organize, manage and direct the activities of others
- Be able to stand and/or walk for extended periods of time



EQUIPMENT AND APPLICATIONS:

Computer, Phone, Fax, Copier, Microsoft Office, Microsoft AX, Pesticides Management, SDS Management

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.