

<b>Job Title:</b>	Department Supervisor	<b>Job Category:</b>	Supervisor
<b>Department/Group:</b>	Cabinet Shop	<b>Job Code/ Req#:</b>	102
<b>Location:</b>	Production	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Click here to enter text.	<b>Date posted:</b>	October 6, 2009
<b>Will Train Applicant(s):</b>	Applicants should have background in cabinet construction	<b>Posting Expires:</b>	N/A
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> <b>Attention:</b> Hiring Manager		<b>MAIL:</b>	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Supervise production line operation in accordance with plant policies and procedures.</li> <li>• Train and coach production line employees.</li> <li>• Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.</li> <li>• Coordinate production startups, shutdowns, and changeovers.</li> <li>• Responsible to meet shift production goals.</li> <li>• Responsible for quality control. Make adjustments as necessary during shift to produce product within specifications. Reject product outside of specifications.</li> <li>• Communicate with other Shift Supervisors and Plant Manager.</li> <li>• Ensure a clean and safe work area.</li> <li>• Complete shift paper work.</li> <li>• Assist in production as necessary.</li> <li>• Other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>High School Diploma or equivalent  Prior experience in cabinet construction  Prior experience supervising production workers  All applicants will undergo drug testing prior to beginning employment</p> <p><b>PREFERRED SKILLS</b></p> <p>Multi-lingual preferred, but not required</p> <p><b>ADDITIONAL NOTES</b></p> <p>N/A</p>			
<b>Reviewed By:</b>	S. Hughes	<b>Date:</b>	October 6, 2009
<b>Approved By:</b>	Click here to enter text.	<b>Date:</b>	Click here to enter a date.
<b>Last Updated By:</b>	S. Hughes	<b>Date:</b>	October 6, 2009

