

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