

Grassland Dairy Products, Inc.
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PRODUCTION SUPERVISOR

Full-Time, Permanent

Greenwood, WI

The production supervisor is responsible for the overall safety, quality and efficiency of shift operations. This individual is expected to conduct themselves in a matter which promotes the overall continuous improvement of the department and their staff.

Essential Duties and Responsibilities:

- Comply with, and implement, good manufacturing, safety and quality assurance practices
- Verify quality control points
- Communicate and execute daily production goals and objectives throughout the department
- Monitor department throughputs daily to ensure high levels of efficiency
- Oversee employee scheduling and training, along with production scheduling
- Ensure the completion of appropriate training and development of staff
- Resolve employee complaints, complete staff evaluations including discipline and/or rewards for performance
- Conduct regular safety and quality meetings
- Maintain and communicate appropriate staffing levels to Human Resources

Knowledge, Skills and Abilities:

- Exceptional attention to detail and strong organizational skills
- Ability to adapt effectively within a continually changing and demanding environment
- Ability to identify process and equipment deficiencies throughout the department
- Must be able to demonstrate an ability and willingness to communicate effectively in order to maintain high levels of safety, quality and efficiency
- Properly communicate and follow standard operating procedures and company guidelines
- Must be able to demonstrate effective prioritization, delegation and control of staff and processes
- Basic computer skills, including Microsoft Office
- Ability to work with sanitation chemicals common to the food manufacturing industry

Education/Experience:

- High School Diploma or General Education Degree (GED)
- 2 years of leadership and/or supervisory experience
- 5 years of experience in a manufacturing environment

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