

Title	Bakery Supervisor
Salary Range	
Benefits	TCOR Standard (See Benefits Summary Attached)
Relocation Reimbursement	None

Manpower Management

Execution of key responsibilities is expected as a result of the direct supervision of production employees on a respective shift. This will include involvement in:

- A. The employee selection process
- B. Employment orientation
- C. Employee skills, safety, and GMP training
- D. Continual review and coaching for improved performance
- E. Employee performance reviews

Production Management is expected to reflect a commitment by the Production Supervisor, to provide a culture, which is positive, includes employee involvement, and recognizes the value and contribution of all employees. The Production Supervisor will

Assure that all employee issues and concerns are addressed promptly (within twenty-four hours), or are referred to Human Resources or the V.P. of Operations.

The Production Supervisor is expected to be very familiar with all of the sections of the employee handbook (especially Chapter 3, dealing with standards of conduct). The Production Supervisor is expected to assure that all parts of this section are applied fairly and even-handedly, across the workforce.

The Production Supervisor will have the responsibility for assuring that day-to-day employee practices meet established company, Federal, and State guidelines relative to promotion, review, and discipline (includes practices and timely documentation and notification). The Production Supervisor will draw on available resources to assist in this function including Human Resources personnel and the V.P. of Operations.

Quality Management

The Production Supervisor is expected to be the champion for quality and GMP (Good Manufacturing Practices) on the production floor. He/she will assure that quality systems, once identified, are followed, that employees are trained to identify quality issues, and documents Corrective actions are identified and taken.

Quality management includes product, materials, and equipment. Manufacturing, dock and storage areas should be maintained in good (GMP) condition. Successful quality management performance includes compliance and documentation of in-plant quality systems. Available resources include the Plant Quality Control Department, the Product Development, and the V.P. of Operations.

Successful performance is met or exceeds plan.

SUPERVISORY RESPONSIBILITIES

Directly supervises 10-40 employees in the Production Department. Candidates will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The following requirements are standards to our industry:

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- 1- Experience in the production of dessert items i.e. cheesecakes, layer cakes, and specialty and individual desserts.
2. Experience in fast paced production line and batch process manufacturing.
3. Knowledgeable in operation of Glenn, Hobart, San Cassiano, Hinds Boch, Fedco, Unifiller, Foodtools, Revent, and Fuji equipment.
4. Cake decorating experience a definite plus.
5. Experience in innovative production line layout.
6. Knowledgeable in AIB, NSF, OSHA, HACCP.