

Wohlt Creamery Job Description

Job Title: Blending Production Supervisor

FLSA Status: Exempt Salaried

Department: Production

Reports To: Production Manager

Prepared By: Cristy Wanner

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SUMMARY

Under the direction of the Production Manager, the Blending Supervisor is responsible for anticipating and meeting the Company's evolving needs and objectives. This position provides firm, fair and consistent leadership to employees while fostering an environment of trust and open communication. The Blending Supervisor assists with managing, directing and coordinating overall production operations through supervisors, leaders and employees. Assuring safety, quality and performance objectives are a foundational expectation for this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management deem necessary.

1. Develop and execute the company's business strategies to achieve the goals of the Director of Operations.
2. Ensure compliance with all regulatory standards including but not limited to: Human Resources, Good Manufacturing Practices, Occupational Safety and Health Administration, Food and Drug Administration, Wisconsin Department of Agriculture Trade and Consumer Protection, Safe Quality Food, and the United States Department of Agriculture.
3. With the aim of achieving high performance, build a positive, team-oriented work culture and environment where continuous improvement, innovative and positive thinking, teamwork, positive behaviors, safety and security are natural outcomes.
4. Develop required skills and knowledge to a level of depth appropriate to keep production as highly functional as needed to meet organizational goals and objectives.
5. Provide accurate and cost-effective formulas for process cheese production.
6. Thoroughly communicate with Production Manager to ensure there are no production gaps that occur between changing shifts.
7. Assist with set up each day and stage ingredients to prepare the Processing Team Members for that day's production schedule.
8. Work cohesively with Receiving Warehouse Material Handler, and other members of the receiving team to ensure necessary ingredients are accounted for and necessary volumes exist for future production.
9. Ensure that any unused or leftover ingredients are properly weighed, sealed, labeled and stored.
10. Superior attention to detail when it comes to following formula recipes and ensuring accurate weight of ingredients is required.
11. Ability to adapt and work in a fast-paced environment. It is imperative for this position to mirror the production pace of the Process Cheese Cooker Operator.
12. Lead, coach and mentor direct reports in alignment with business objectives and required staff development while promoting teamwork and cohesiveness.
13. Administer and document disciplinary procedures, both verbal and written, when necessary.
14. Promote a safe, secure, and positive work environment for all Wohlt Employees.
15. Other duties as appropriate or assigned.

PERFORMANCE EVALUATION

The Blending Supervisor's work performance will be evaluated by the Production Manager on the ability to perform and execute the essential duties and responsibilities as detailed in the job description. The evaluation process will include the evaluation of general performance factors and measurable key performance indicators. General performance indicators will include work quality, productivity, job knowledge, reliability, attendance, creativity / innovation, interpersonal skills, judgement, adherence to policy, and leadership skill. Key performance indicators will be developed with the Production Manager.

POSITION BACK-UP

In the absence of the Blending Supervisor, the Assistant Director will assume the Blending Supervisor's responsibilities.

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform all essential duties 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.

Education and/or Experience

Requires a bachelor's degree however a master's degree is preferred and/or equivalent industry knowledge. Advanced knowledge and experience of food or dairy manufacturing. 7-10 years of job-related experience in the industry preferred.

Computer skills

Advance Microsoft office skills to include email (outlook), word processing (Word) and spreadsheet (Excel).

Language Skills

Ability to write reports, procedures, processes, and correspondence. Ability to communicate effectively with employees, managers, supervisors and other employees of Ellsworth Creamery.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

Reasoning Ability

Ability to solve practical and complex production scheduling, purchasing, or inventory issues while dealing with a variety of concrete variables in situations where only limited standardization exists. Demonstrate consistent and effective planning and organizational skills. Ability to interpret a variety of specifications and information furnished in written, oral, diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by the Blending Supervisor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Blending Supervisor is frequently required to sit, stand, walk, and talk or hear. This position may require constant use of hands or fingers to effectively use a computer keyboard. In an instance where a physical inventory or an evaluation of ingredient or packaging quality is required, the Blending Supervisor may be required to lift or move up to 50LB. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Dairy plant environment, working hours will vary depending on need, food manufacturing environment. May require some travel. Must have valid driver's license.

**INTERESTED CANDIDATES SHOULD SUBMIT THEIR COVER LETTER AND RESUME TO:
ADAMP.WOHLT@ECCREAMERY.NET**