



Business: Canada Royal Milk ULC

Title: Production Shift Supervisor (NOC 09213)

Terms of employment: Permanent, full time

Location of work: Kingston Ontario

Hours of work: 40 hours per week

Salary: \$24.79 - \$32.00 per hour

Benefits: Eligible for bonuses and/or salary increases. Extended health and dental insurance package offered.

Contact: careers@canadaroyalmilk.com

Reporting to the Production Manager, the Production Shift Supervisor is responsible for upholding excellence in a complex and high-speed production line for the manufacture of milk powder products including infant milk powders. The Supervisor is responsible for training, coaching and working with operators on the production line in order to meet production targets and uphold the highest quality standard.

The Shift Supervisor coordinates the activities of all production team members and implements the daily production plans, using root cause analysis to troubleshoot problems. The Shift Supervisor provides oversight of their assigned production area, communicating frequently with the Production Manager, Engineering, On-line Quality Assurance Technicians and others on a daily basis.

A proven leader, the Supervisor ensures all activities are done safely and respect all food safety and quality standards while maintaining a good working environment.

Working Conditions

Shift work will be required and will include evenings, weekends and over-night work.

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 50 pounds. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

Must be able to lift weights that may exceed 25 Kg.

Duties:

- Supervise, co-ordinate and schedule the activities of workers who process, package, test and grade food and beverage products
- Provide leadership and supervision to staff by providing work direction, performance feedback, and recommendations for training and development;
- Establish methods to meet work schedules and co-ordinate work activities with other departments
- Resolve work problems and recommend measures to improve productivity and product quality
- Requisition materials and supplies

- Train staff in job duties, safety procedures and company policy
- Recommend personnel actions such as hirings and promotions
- Prepare production and other reports.
- Hazard analysis critical control point (HACCP) co-ordinators identify, evaluate, control and prevent hazards at all stages of the food production process.
- Promote a positive working environment, including continuously improving/maintaining the team culture and establishing high levels of employee involvement;
- Ensure relevant OSHA regulations are fully complied with, including personal protective equipment, fall protection, forklift and hazard communication requirements;
- Thoroughly investigate all accidents and complete accident report on the date of occurrence;
- Ensure GMP and SOPs are adhered to at all times, and that all products consistently meet specifications.
- Troubleshoot milk receiving, process, pre-treatment, evaporation and drying areas by identifying and analyzing process problems and advising and guiding processing operators on action required to resolve process system malfunctions in order to ensure efficient running of the plant;
- When assigned, ensure timely and thorough sanitation of all equipment and facilities to allow for efficient and on-time production start-up and delivery of products to customers;
- Follow and administer Quality Policies and Procedures including food safety, HAACP, POGS, traceability, and production hold investigations;
- Evaluate and assess employees to determine training needs and develop employees to improve their knowledge and application of process sustainability tools;
- Other duties may be assigned.

Requirements:

- Bachelor's Degree in industrial engineering, automated production engineering, food engineering or other relevant discipline OR equivalent food manufacturing experience
- 5 + years of experience in a manufacturing environment; minimum of 4 years of experience in dairy processing with 2 years in a supervisory role.
- HACCP exposure required
- Superb interpersonal skills, a professional, collaborative attitude and sound judgment
- Prior technical experience in processing and packaging in food manufacturing is desired
- Demonstrated ability to coach and develop teams is required
- Teamwork; member of multidisciplinary task forces
- Capacity for learning and mastering technology and mechanical challenges in food manufacturing
- Team facilitation/leadership skills and commitment to employee development and continuous improvement methodologies



- Must be able to work any shift, weekends and overtime as needed
- Proficient in Microsoft Office Suite applications