



The Western Sugar Cooperative
(Grower Owned)

PACKAGING SUPERVISOR

POSITION SUMMARY

Supervise all phases of production required to package products that meet established quality standards & customer expectations. Accountable for maximizing packaging effectiveness through establishing & maintaining standard work through total productive maintenance methods so as to achieve zero accidents, zero quality defects, & zero unplanned controllable downtime. Responsible for sustainable results through continuous skills development of our people.

1. Position Responsibilities

- a. Supervise packaging line & supporting operations in accordance with plant policies and procedures.
- b. Train and coach production line employees.
- c. Conduct employee performance reviews.
- d. 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.
- e. Coordinate & verify production startups, operations, shutdowns, sanitation and changeovers.
- f. Coordinate with Human Resources for appropriate staffing levels.
- g. Schedule and conduct shift meetings.
- h. Responsible to meet operational & cost goals.
- i. Responsible for quality control to meet customer expectations.
- j. Make adjustments as necessary during shift to produce product within specifications.
- k. Reject / hold product outside of specifications.
- l. Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- m. Communicate with other Packaging Supervisors and Packaging Warehouse Manager.
- n. Ensure a clean and safe work area through sustaining 5S standards.
- o. Complete shift paper work.
- p. Assist in production as necessary.
- q. Assure regulatory compliance including but not limited to OSHA, EPA, USDA, FDA, FLSA, EEO, OFCCP and NLRB.
- r. Other duties as assigned

2. Required skills / experience / education

- a. Proven leadership ability
- b. Knowledge of TPM-based methodologies (Total Productive Maintenance)
- c. Proven ability to supervise production & quality functions
- d. Knowledge & application of eliminating waste & non value added activities
- e. Proficient in the use of the Microsoft Office platform (excel, power point, outlook, word).
- f. Bachelor's degree or equivalent experience in support of the aforementioned
- g. Must have 3-5 years experience in packaging operations