



PRODUCTION SUPERVISOR IQF ROLE DESCRIPTION

<i>Title:</i> Production Supervisor IQF	<i>Location:</i> Memphis	<i>Supervisor:</i> Sr. Production Supervisor IQF
<i>FLSA:</i> Exempt	<i>Department:</i> IQF Operations	<i>Job Code:</i>
<i>Approval:</i>		<i>HR Review:</i>

Role Summary:

The Production Supervisor IQF will be directly responsible for the supervision of a designated shift. Responsibility includes managing and executing business plans from department goals/objectives to meet key performance indicators (KPI) and to achieve safety, quality

Additionally responsible for supporting IQF product development initiatives aimed at ensuring product vitality and innovations in product formulations, processing methods and protocol for process control and standard operating procedures (SOP's).

- a. Partner with respective departments (e.g. marketing, quality, operations, engineering) to deliver on time project commitments
- b. Plans, identifies and implements leadership training, employee development, and performance management
- c. Collaborate with facility leadership team to ensure compliance and set criteria for quality, sanitation, food safety and continuous process improvement
- d. Identifies and addresses employment and HR issues; Maintains a sound working relationship with the bargaining unit; Participates in labor negotiations as required.

Financial:
budget

Manages resources, controls resource costs in line with operating budget

- a. Provides input and manages operating budget
- b. Operates and adheres to budget standards regarding staffing, overtime costs and materials usage
- c. Tracks assigned area actuals to budget; Explains variances to plan
- d. Identifies and executes action plans

This role description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties performed in this role. All employees are expected to perform tasks as assigned by leadership personnel. Riviana is an equal opportunity employer.



PRODUCTION SUPERVISOR IQF ROLE DESCRIPTION

Education	College degree preferred – B.S. Food Science, Management or related field
Experience	5 - 10 years production experience in the food industry with minimum four years supervisory experience preferred. Strong technical background with experience in processing IQF & frozen food products. Leadership in process control and strong mechanical knowledge of processing, packaging and warehousing equipment. Strong knowledge of FDA/USDA regulations, particularly frozen regulations.

Knowledge/ Skills/Ability	<ul style="list-style-type: none"> • Technical skills to perform in area of specialty • Understands and able to perform and troubleshoot all activity and equipment in area of responsibilities • Understands Lean manufacturing principles and practices • Able to rapidly adjust to changing priorities as necessary • Must be able to withstand working in an overall temperature range of -40F to +100F.
	<ul style="list-style-type: none"> • Perform effective problem solving and team building • Knowledge and understanding of GFSI requirements • Effectively prepare and interpret written communications and reports • Knowledge and use of all company software applications and automated systems • Care and use of required personal protection equipment • Able to provide overtime coverage in absence of team member

C O R E C O M P E T E N C I E S	Results Orientation	Focuses on meeting or exceeding goals. Achieves superior performance by setting clear goals and expectations, tracking progress against goals, ensuring feedback, and addressing performance problems and issues promptly
	Teamwork	Works cooperatively with others as a team to achieve goals. Enables other groups to work as a cohesive team
	Continuous Improvement	Initiates, supports, and implements changes that lead to continual improvement of performance
	Communication	Clearly conveys information, on time, to those who need it, so that the audience understands and retains it. Actively listens to ensure own understanding
	Commitment to Quality	Ensures work and information are complete, accurate, and meet all specified standards
	Personal Credibility	Demonstrates concern that one be perceived as responsible, reliable and trustworthy
	Initiative	Identifies what needs to be done and does it before being asked or required to
	Influencing Others	Gains others' support for ideas, implementing solutions, and achieving goals
	Problem Solving	Uses a logical, systematic approach to resolve problems
	Strategic Focus	Plans, makes decisions, and takes actions that support a long-range goal or vision that supports the company's competitive position
	Business Insight	Decisions and actions align with the company's profit strategy

This role description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties performed in this role. All employees are expected to perform tasks as assigned by leadership personnel. Riviana is an equal opportunity employer.