



POSITION: Production Supervisor Staff Analyst – Bilingual required

SHIFT: First / Second

POSITION TYPE: Full-time; Salary

DEPARTMENT: Production/Fabrication – Meat Cutting

PAY RANGE: \$50,000 - \$60,000. depending on experience

Objective: The Production Staff Analyst position at our Beef Processing Facility assists in the day-to-day operations of the production line. They will oversee the activities related to the employees. Monitor the performance of the employees and assess if they suit their role. Assess the current roles in the company to see if those roles are really needed and what additional roles may be required to meet production needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manages scheduling of Fabrication, sets work schedules and departmental goals / expectations.
- Ability to utilize a computer and help develop our standard rates or production (Time piece counts, times at a stand, trim percentages)
- Compliance with all food safety policies and regulations.
- Work and collaborate with a diverse work population.
- Perform a variety of specialized tasks in a cold, wet, or damp environment.
- Ability to work with individuals professionally to resolve any concerns or work performance issues.
- Monitor production processes, troubleshooting issues, and notify Production Trainer of any employee training or retraining that need to occur.
- Creates and modifies Daily Production Reports.
- Documenting and studying existing processes, identifying points of inefficiency or potential disruptions.
- Recommending solutions to streamline operations and improve efficiency.
- Provide production information by compiling, sorting, and analyzing production performance records and data (Downtime, wait times, bottle necks etc.)

NOTE: this description is not intended to be all-inclusive. An employee may perform other related duties to meet the ongoing needs of the organization.

MINIMUM QUALIFICATIONS (Required):

- Bilingual - Spanish
- 2-5 years of supervisory/leadership experience.
- 3-5 years at a processing plant.
- Must have drive and motivation for employees to succeed in their roles.
- Must be able to work in a variety of work temperatures warm, hot, humid, cold, wet or with slippery surfaces at varied heights in and around moving equipment and parts with the use of personal protective equipment (PPE).
- Must be able to perform the job duties with or without reasonable accommodations.
- Ability to work extended scheduled hours Monday through Friday. Must be able to work overtime as required. Start times and hours vary based on production needs.
- Must be able to successfully complete training: Good Manufacturing Practices (GMPs).
- Experience with Microsoft Excel and ERP Systems and Processes. Must be able to function with traceability programs to develop and complete reporting and record keeping.

PREFERRED QUALIFICATIONS/SKILLS:

- Prior Staffing management experience.
- Prior production experience.

WORK ENVIRONMENT: The work environment is a combination of corporate and manufacturing. While performing the duties of this job, the employee is occasionally exposed to cold, hot, and/or humid conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles.

EOE