

POSITION: Production Supervisor

LOCATION: Kayem Foods

75 Arlington St.

Chelsea, MA 02150

DUTIES:

Direct and manage activities of the production departments, including grinding, blending, cooking, and oven areas of the plant; analyze raw materials utilization and rotation to ensure better shelf life cycles and plant yields; develop and revise standard operational practices to ensure that they comply with standards, and monitoring sanitation procedures; prepare operational schedules and coordinate manufacturing activities to ensure that the production and quality of products meets specifications; review production schedules to ascertain projected workload, product types, quantities, and specifications of products and scheduled delivery dates in order to plan department operations; review production and operating reports and resolve operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays; observe workflow and machine utilization to ensure optimum performance and utilization; interview, hire, and train employees; resolve worker grievances or submit grievances to Plant Manager; compile, store and retrieve production data; and manage subordinate team leaders, who coordinate the work of 35-40 employees and meets with work teams weekly.

REQUIREMENTS:

- Bachelor's Degree in Food or Agricultural Business/Science or Business Management w/Food or Agricultural related specialization
- 5 years experience in Food Manufacturing
- Three years of qualifying experience must be in a meat manf/production environment. Must have proven ability to supervise varied personnel in busy food manufacturing environment; must have experience with analysis of raw materials/meat utilization to ensure better shelf life cycles

APPLY TO: Michelle Bustin, Human Resources Generalist, Kayem Foods, Inc., 75 Arlington St., Chelsea, MA 02150