

Job Description – Production Supervisor

The position is reportable to the Production Manager and Divisional Manager.

The position of Production Supervisor has no set hours. It entails a rotating shift that can extend into the weekends or public holidays - If on an afternoon or midnight shift you are in charge of the site.

Your responsibilities include:

- The timely processing of all raw materials to specification within the parameters set in the Quality Assurance Manual
- The maintaining of internal and external areas of the plant in a clean and tidy state
- Ensuring all equipment is sanitized at the cessation of processing
- Ensuring all your subordinates know what is expected of them and that they carry out their duties diligently
- The company's policies on occupational health and safety are strictly adhered to
- Personal protective equipment must be used at all times when needed
- That cleaning chemicals, antioxidants and water treatment chemicals are used discreetly and correctly
- All odour control and water treatment facilities are running correctly
- The Environmental Management Plan checklist is completed every shift and any areas needing attention are addressed immediately
- Gaining a Boiler Attendant's Certificate and completing the accreditation workshop at the University of Western Sydney
- Supervising loading of various export and domestic contracts
- Attending to any odour complaints
- Assist in preparing staff rosters including aiding the payroll clerk with any queries in terms of hours worked by staff
- Have a thorough understanding of the Workplace EBA
- Personal competencies should include communicating with your subordinates in a pleasant non-confronting manner.

Please send applications, or requests for further information, to email –

cmendes@craigmostyn.com.au