



JOB DESCRIPTION

JOB TITLE: Feed Plant Shift Supervisor

DEPARTMENT: Sabina Farmers Exchange Inc.

LOCATION: Melvin, OH

REPORTS TO: Feed Plant Manager

JOB SUMMARY: Under the direct supervision of the Feed Plant Manager, this position supervises production during their shift while promoting safety and incorporating company policies and procedures at all times. Must be flexible to work different shifts or weekends if necessary.

ESSENTIAL FUNCTIONS: (Note: The following list of essential functions is not exhaustive, and may be supplemented as necessary.)

- Supervise and coordinate all aspects of production during assigned shift, and observe team members to identify deficiencies, problems or unsafe work habits.
- Lead by example and make positive contributions to the team each day.
- Estimate labor requirements, prioritize and delegate tasks accordingly.
- Working knowledge of all equipment, systems and processes.
- Promote safe work behaviors in the feed plant at all times through the use of safety equipment, personal protective equipment and other devices and/or procedures provided or directed by the Feed Plant Manager.
- Conduct inspections of the feed plant and equipment to ensure safe and clean warehouse conditions. Elevate the need for changes, upgrades or repairs to the Feed Plant Manager.
- Review daily production reports to make sure there is sufficient inventory to process orders.
- Assess employee effectiveness, work quality, training needs, efficiency, safety consciousness and housekeeping for performance evaluations.
- Enforce the standards, rules, regulations and policies issued by OSHA and the company.
- Prepare reports including time, end of shift reports, evaluations, promotions and disciplinary actions.
- Conduct quality assurance inspections.
- Coordinate with inventory purchasing and receiving departments to help ensure ample quantities of raw material are readily available for use in the manufacturing process.

PERIPHERAL FUNCTIONS:

1. Perform all other duties as assigned.

ADDITIONAL COMMENTS: All employees of Sabina Farmers Exchange are responsible for working toward

the corporate mission and all quality goals of the organization. Confidentiality must be maintained at all times.

TIME ALLOTMENT TO WORK OBJECTS AND EQUIPMENT:

HOURS PER DAY

Operating machinery and equipment

As needed

PHYSICAL REQUIREMENTS:

HOURS PER DAY

Mental/Visual (mind/eye/hand coordination)

8 to 10

Standing

8 to 10

Climbing ladders, stairs, and various heights

As needed

Ability to work in dust/adverse weather conditions

Full shift/Seasonal

Lifting up to and including 65 lbs.

As needed

EDUCATION: High School Diploma, or equivalent (GED), required. Associates Degree preferred.

EXPERIENCE: One (1) year related work experience and three years supervisory experience required.

SKILLS: Excellent communication, interpersonal, organizational, and teamwork skills are required.

CERTIFICATIONS/LICENSE: Must have a valid driver's license.

We provide equal opportunities for women, minorities, veterans and individuals with disabilities.