



Job Description

Receiving Supervisor

Job Title:	Receiving Supervisor
Supervises:	Receiving Personnel
Reports to:	Shipping and Receiving Manager
Direct Reports to:	Plant Manager
Schedule:	Varies

General Duties:

Receiving supervisor, all associates on your team will report directly to you. You'll be responsible for holding associates accountable to all department processes and procedures, at all times. You'll be responsible for all receiving activities included but not limited to quality of receiving product, authorized personnel entering the property and management of warehouse.

Job Responsibilities:

General:

- Will work as a working Supervisor alongside receiving personnel.
- Responsible for managing all aspects of the assigned department.
- Assists plant management to increase production output and efficiencies.
- Coordinates training of new employees, current employees and labor management.
- Ensures proper training of all employees regarding GMPs, Safety, Quality and other company procedures and programs.
- Executes SOPs and hold your team accountable, including progressive discipline when necessary.
- Handles employee concerns and issues, including filling out incident reports or other relevant documentation and submitting it to Human Resources.
- Manages employee time and attendance, and updates hours appropriately.
- Identifies talent on your team, including identifying primary and backups for critical roles and creating training plans for every critical role.
- Provides and receives feedback to develop employees and future leaders.
- Ensures the facility and associates comply with all federal, state, and local regulatory agencies.
- Engages and show respect to associates on a daily basis, building team morale to drive productivity and quality standards.
- Reports at daily management meetings with the team to discuss daily goals, objectives and company/department updates.
- Employee must inform upper management, lab personnel, and clock out before leaving facility.
- Participates significantly in interviewing for the department.
- Updates and communicates labor needs regularly.

Food Safety:

- Ensures employee safety, Food Safety & Quality (FSQ), and efficiency goals are met.
- Ensures food defense & security regarding the handling and storage of all food ingredients
- Communicates with Sanitation and maintenance departments any cleaning or maintenance needs.

Safety and Environmental:

- Own safety of the team and of the food to ensure a safe working environment 100% of the time.



- Responsible for maintaining company Health and Safety including OSHA standards, and promotes Safety standards
- Documents and investigates all safety incidents and near misses to help reduce future accidents.
- Responsible for employees to maintain all equipment in good condition during any usage, storage and sanitation.
- Responsible for employees to keep good housekeeping practices throughout the company especially in assigned areas.

Job specific:

- Maintains receiving standards while adhering to Quality Policy and Objectives.
- Develops daily checklists and capture performance data.
- Follows receiving schedule and supervises truck inspections.
- Documents and reviews all COA and truck inspection reports by 4pm daily.
- Responsible for collecting receiving data and identifying variances compared to standards.
- Responsible for appropriate inventory levels to ensure production requirements, regulations and specifications are met to meet customer orders.
- Completes and revises daily end of shift reports.
- Ensure all truck drivers are check-in, follow GMPs and escort at all times and safety shocks are on before loading and unloading products.
- COA and truck inspection reports should be file in a 3-ring binder located at the lab daily before 4 pm.
- Creates, verifies and designs labels for incoming good quality products.
- Reports incoming product to the lab for testing.
- Responsible for managing the receiving warehouse.

Work Environment:

In performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; dust, airborne particles, loud noises and vibration. The noise level in the work environment is usually loud; ear protection is required. The Receiving Supervisor will spend 90% of their time in the factory monitoring receiving activities and overseeing employee performances.

Physical Demands of the Production Supervisor:

While performing the duties of this job, the employee is regularly required to stand for the duration of the production shift; talk or hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to walk. The employee is infrequently required to sit; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move more than 70 pounds.

A qualified candidate must:

- Experience working in a production environment with food or other FDA regulated products.
- Previous SQF/HACCP/SSOP experience preferred.
- 5+ years manufacturing/management experience.
- Self-motivated with proven leadership skills.
- Proficient in Microsoft Office.
- Able to lift up to 50 lbs.
- Prior experience in food environment a plus.
- Bilingual - English/Spanish beneficial.
- Must have experience working with Good Manufacturing Practices (GMP).
- Must have experience with quality and hygiene requirements common in food manufacturing.
- Must have experience managing employees in a food production environment.
- Must demonstrate strong management, leadership, organizational and scheduling ability.
- Must be able to work in a team environment.



- Must have a positive attitude.
- Must have good written and oral communication skills.
- Ability to work calmly and effectively under pressure.
- Ability to work in fast-paced, deadline-oriented environment.
- Flexible availability; we work night and weekend shifts.

Salary:

- Starting wage depends on experience.

Job Type:

- Full-time

Signature

Date