



**Fine Choice Foods Ltd.** specializes in the manufacturing of Asian-themed food such as: spring roll, dumplings, samosas and sauces. For over 32 years, we have been supplying retail and food service providers across Canada and United States. For more information, please visit our website at: [www.finechoicefoods.com](http://www.finechoicefoods.com)

**Position:** Production Supervisor

**Status:** Permanent, Full-Time

**Location:** 23111 Fraserwood Way, Richmond, BC

Reporting to the Plant Manager, the Production Supervisor's primary role is to supervise production operations in the Raw Preparation Area on the assigned shift in accordance with the production schedule and standards that meet/exceed requirements in worker safety, regulatory compliance, food quality & safety, customer service and employee engagement. Working as a team with fellow production supervisors, your sense of self-motivation and passion, along with a high sense of urgency to deliver on a wide array of priorities, will contribute to the overall success of the operation today and challenge the operation to a better tomorrow.

**Primary Responsibilities:**

- Supervise direct reports (i.e. station leaders, line leaders or production staffs)
- Liaise with other departments supervisors and managers
- Manage employee work schedule – especially overtime – based on production schedule
- Manage employee timecard
- Approve employee vacation and Leave of Absence requests
- Conduct employee performance review and provide coaching where necessary
- Conduct worker safety training
- Resolve employee conflicts
- Attend – weekly – production schedule meeting, supervisory meeting and other meetings as required
- Attend – periodically – 10-minutes briefing at the beginning of the shift
- Ensures sufficient inputs (i.e. ingredient, packaging material, utensils) are available to meet the demands of the production schedule
- Manage inventory of employee apparels, personal protective equipment and hand tools
- Manage departmental standard operating procedure (i.e. SOP)
- Monitor work area to ascertain progress of scheduled work and observe employees to verify conformity with prescribed SOP, work quality, productivity, wastages, worker safety, regulation and food quality & safety
- Uphold and implement all company, regulatory and customer policies/procedures/ requirements



- Assist with trouble-shooting in the department
- Assist with the departmental continuous improvement process
- Other duties as assigned

**Skills and Specifications:**

- Five plus years of experience in a food, beverage, nutrition or cosmetic manufacturing environment
- One or more years of experience as a team lead or supervisor preferred
- Completion of a college diploma/university degree in a related field or a designation with the American Production and Inventory Control Society-APICS (e.g. CPIM) preferred
- Computer literacy (e.g. MRP/ERP system, ADP labor management system, Word, Excel, PowerPoint, etc.)
- Good knowledge in labor standards, OSHA regulations, WHMIS and other related regulations
- Good knowledge in GMP, HACCP and other food quality & safety related regulations
- Ability to effectively communicate at all levels within the company
- Good judgment, diplomacy and discretion
- Good organization, multi-tasking, prioritization and time management skills
- Fluent in oral and written English; working proficiency in Cantonese or Mandarin is an asset
- Customer-focus attitude
- Highly dependable and responsible
- Ability to work independently but thrive in a team environment
- Knowledge in Lean Manufacturing, TQM or Six-Sigma is an asset
- Willing to work in a mixed office and plant environment under refrigeration
- Able to provide coverage to another supervisor in a different shift

**Fine Choice Foods** offers a competitive salary and a comprehensive benefits program (extended health & dental, MSP, RRSP, performance bonus). Interested applicant must apply directly to Human Resources via email to [jobs@finechoicefoods.com](mailto:jobs@finechoicefoods.com)

**Fine Choice Foods** is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified woman, men, visible minorities, aboriginal people, and person with disabilities.

We thank all applicants for their application but only those selected for interviews will be contacted by email. No phone calls please!

**Posting Date:** November 26, 2018

**Closing Date:** December 26, 2018