



Rishi Tea & Botanicals
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Job Title: Production Shift Supervisor
Department: Operations
Sub Department: Production
Reports To: Production Manager
Shift: Second
FLSA Status: Non Exempt
Travel: None
Application Deadline: 03/05/2021

Summary

Under the direction of the Production Manager, the Production Shift Supervisor ensures that Production team members are staying on task, working up to expectations and meeting production goals on each shift. A Production Shift Supervisor will supervise all work activities of the Assembly, Machine Technician and Blending staff to ensure that the work runs as efficiently as possible and produces a quality product. In addition to supervising, the Supervisor will also be responsible for training, providing production reports and for providing performance feedback directly to employees. Additionally, a Production Shift Supervisor will monitor and direct routine Maintenance and Sanitation procedures as required for each shift. The Production Shift Supervisor will also provide performance feedback to management as needed. The Production Shift Supervisor must be capable of thoroughly understanding each role and its performance expectations and have the ability, skills and willingness to assist on the production lines when necessary.

Supervisory Responsibilities

- Supervise all assigned staff members during the assigned shift. This will typically include up to ten Machine Technicians, up to ten Assemblers and possibly additional staff members.
- Assist with training new staff members.

Education and/or Experience

Required:

- 2+ years' experience in a food manufacturing environment and knowledge of GMP's
- 2+ Experience in a Supervisor role
- Machine Operating Experience/ Mechanical Aptitude
- High School Diploma
- Bilingual English/ Spanish

Preferred:

- High School Diploma
- Food safety training and experience working with food products
- Experience working in a certified organic facility
- An interest in tea and/or organic foods is preferred

