

OJT Job Opening

Production Supervisor



To apply please send resume to BusinessServices@ocworkforcesolutions.com

Please indicate "Production Supervisor" in the subject line. If you are registered at a One-Stop Center and have a Career Counselor, please indicate their name.

Location: Fullerton, CA

Experience Required: Bilingual Spanish required

Education Required: Microsoft Office

of Openings: 4

Compensation: \$20/ hour

Full Time

This position is responsible for supervising the production line stations (fresh pasta and ravioli), and incumbents in production to ensure all are performing their essential job functions in an effective and safe manner.

Essential job duties:

- Food Production: Ensure all standard recipe procedures are adhered to, supervise and develop production procedure, and utilize and identify employees to meet best practices to achieve demanded production
- Sanitation and Organization: Liaison for USDA, Health Department and HACCP. Maintain cleanliness of production areas (changing rooms, dining rooms, restrooms, walk-in freezers, warehouse, etc.) exceeding USDA and Health Department standards. Obtain nightshift cleaning report. Implement daily cleaning schedule of production area
- Quality Control: Strict measuring of all documented recipes by weight, maintain finished product quality, assist in product development, and ensure safe temperatures of pasta and perishables (45 degrees or below)
- Financial: Meet budgeted food cost percent, minimize waste by recycling and monitoring accurate recipe execution, ensure productivity with production demand, and meet budgeted labor costs
- Safety Control and Maintenance: Boiler upkeep and inspection, document all accidents and report to management, ensure all machines always have operational safety controls in place, report any machine operational problems to management, follow safety procedures, and train new employees in pasta production

Skills learned during On-the-Job Training:

- Safety rules and regulations, safe work habits. How to train, monitor, and enforce safety rules and regulations to prevent accidents
- How to address departmental problems and document steps to resolve deficiencies. Ensure employees work efficiently and meet quality standards, recommend changes to improve department standards
- How to properly set up and operate equipment, ensure all equipment is working properly to prevent defective products
- How to complete reports and create schedules of product production
- How to train employees on safety rules and regulations, accident prevention, equipment operation, and maintaining company policy and procedure

Minimum Qualifications:

- Bilingual Spanish required
- Microsoft Word and Excel knowledge required
- Some managerial experience preferred

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