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# Example of Production Supervisor 2nd Shift Job Description

Our company is growing rapidly and is looking for a production supervisor 2nd shift. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production supervisor 2nd shift

* Prioritize, schedule and delegate work assignments and directly supervise the work force to ensure the production of company products at the lowest possible cost, meeting or exceeding company production and quality standards, and meeting customer specifications and delivery requirements
* Maintain production schedules and aide in planning of the schedules
* Evaluate and recommend measures to improve production methods, equipment performance, and quality of product by means of 6S and visual management tools
* Ensure the maintenance and upkeep of equipment, help develop preventive maintenance plans
* Participate on cross functional teams to address and resolve manufacturing problems and ensure the continuous, on-going improvement of processes and methods
* Complete and maintain all required production records, personnel files, paperwork
* Ensure compliance with all housekeeping procedures, and with all quality and safety regulations
* Daily allocation and management of available resources to accomplish the shift’s assigned production duties
* Monitor production schedules and customer demands to ensure accurate and timely order completion
* Support Quality Control circle activities

## Qualifications for production supervisor 2nd shift

* Previous flavor or other food company manufacturing experience
* Supervisory and/or drying, reaction or compounding experience preferred
* Outstanding performance as a production operator
* Self-motivated desire for continuous improvement
* Minimum of one year supervisory experience in the any one of the following areas where familiarity of USPS requirements and/or regulations are applied (presort, mailroom, associated industries) preferred
* A four year college degree or equivalent work experience preferred