



Senior Production Supervisor

PROGRESSION OF SUPERVISORS: Senior Manager of Production and Shipping, Chief Executive Officer (CEO), Vice President, President

JOB SUMMARY: Establish and maintain a level of morale among employees that results in highest level of quality and productivity possible while earning and maintaining their trust and respect. Supervise and train Supervisors, Team Leaders & Team Members so that they have both the capability and the expertise to perform all assigned job functions correctly and efficiently. Engage all members of the team in a manner that creates a productive and enjoyable work environment. As a Senior Production Supervisor, you are expected to lead the team in a way that results in the production department producing consistently successful results that benefit the company. Support Four Star Greenhouse's Mission Statement in all job-related functions.

ESSENTIAL FUNCTIONS:

1. Engage the production team to create a productive and enjoyable work environment. Display leadership behavior and a work ethic that is contagious and results in a positive work environment. As the Senior Supervisor you will be responsible for building a cohesive and high functioning team.
2. Provide the team with the skills, support and resources through coaching and training to enable them to successfully perform their job. Recognize when additional training is needed, and approach training with each individual as a continuous process.
3. Personify the value of cleanliness, organization and sanitary guidelines of Four Star Greenhouse. Exemplify the values of cooperation, collaboration and teamwork in all of your day-to-day activities.
4. Ensure that all documentation required by each Team Leader for all tasks are recorded daily and properly. Confirm that each Team Leader's Crew is clocked into the appropriate job throughout the day.
5. Self-educate to become an expert on each piece of greenhouse equipment or process used in your area.
6. Actively participate in the annual Production Performance Evaluations by providing a rough draft Performance Evaluation for each team member with balanced feedback to the Senior Manager of Production and Shipping on time. Focus on accomplishments, areas improved and develop goals for growth as well as areas of improvement.
7. Act as an advocate for all Team Members regarding equipment repairs or upgrades, obtaining supplies and resources and by representing the team with your interactions with department leadership. Continuously report the status of all open items so the team is always aware of how you are acting on their behalf.
8. Act as a liaison between the Product Line Managers (PLMs) and other departments and company leadership resulting in a high level of comfort among all parties that messages are accurately communicated and implemented as needed.
9. Lock and unlock the building accurately using the security system as assigned.
10. Maintain and improve production processes by analyzing production data and offering constructive improvements to optimize production output.



1. Act with Integrity – doing the right thing with honor, even when no one is looking or the consequences are costly, focused on what’s best for our company and customers.
2. Model Humble Confidence and Courageous Character – maintain a positive attitude with a foundation of humility and empathy while acting with clarity of vision, strength and confidence.
3. Relate Authentically – connect with others, listen to understand, communicate with unwavering candor, honesty, discretion and respect for all.
4. Operate Transparently – be proactively open and honest, lead by offering complete visibility into successes, failures and challenges that are encountered each day.
5. Embody Teamwork – embrace and foster a collaborative culture, share ideas, engage in constructive debate, give and expect mutual support, celebrate wins together.
6. Exemplify Accountability – measure myself by the highest standards of integrity, responsibility and performance, as if I was the Owner of Four Star.
7. Innovate Relentlessly – welcome change, make time to learn, think differently, try out new ideas, take risks, learn from mistakes, simplify complexity, be persistent, find ways to make something better, today!

ESSENTIAL SKILLS:

1. Monitor the production tasks on a daily basis and accurately record the team’s progress for each task.
2. Set the goals, expectations and accountability for the Supervisors/Team Leaders/Team Members using the Weekly Updated Labor Completion Sheet which will result in ensuring that the Production Team will meet/exceed service level expectations to all departments and employees that it may serve.
3. Independently recognize and solve problems as they arise. Consult with department leadership when you are unable to solve the problem independently.
4. Communicate effectively with all employees resulting in positive morale and minimal conflict. Consistently demonstrate a positive attitude and promote positive morale by working effectively as a team member.
5. Demonstrate a high level of professionalism while at work, or while representing the company in any capacity.
6. Perform walk throughs to ensure that the Team Leaders are leading their crews to meet established goals and expectation.
7. Anticipate potential crises and implement solutions to accomplish production jobs on schedule. Effectively manage multiple ongoing projects/responsibilities and successfully achieve goals/objectives in a fast-paced environment.
8. Quickly learn and adapt to new computer systems, company-specific computer programs, new processes, and other new technology.

ESSENTIAL WORK HABITS:

1. Establish priorities, work independently, and accomplish objectives with minimal supervision after training.
- Adjust schedule daily, weekly, or seasonally, as needed, to make sure tasks are completed and goals/objectives are met.



3. Report to work as scheduled maintaining a level of absences that result in minimal departmental disruption and minimal unfair burden on other employees.
4. Maintain a high level of accessibility for all Direct Reports, PLMs as well as Upper Management.
5. Embrace the leadership direction that is established by Department Management. Provide thoughtful, courteous, and proactive feedback to department leadership to implement changes that will benefit an individual, the department, or the company.
6. Actively contribute to the continued success of the company by expressing new ideas that can result in increased productivity & lower costs.
7. Ensure that the Team follows all safety protocols to minimize the risk of injuries. Investigate accidents and propose recommendations as needed. Complete all Accident Reports in the proper time frame.

QUALIFICATIONS:

1. Bilingual desired (English & Spanish)
2. Two years leadership experience in a team setting and/or equivalent experience or knowledge of Four Star.
3. Two years leadership experience in a Production, Manufacturing or similar setting is preferred.
4. Demonstrate a basic knowledge of computers and applications including Word, Outlook, and Excel.

ADDITIONAL RESPONSIBILITIES:

1. Maintains valid Company license for all equipment as necessary including but not limited to Scissor Lift, Forklift, and Tow cart.
2. Stay current with all operating and safety protocols for each piece of greenhouse equipment or process used in your area.

PHYSICAL ASPECTS:

1. Job will require some desk work but will primarily be hands on work that involves standing or walking, bending to the ground, reaching overhead and pulling carts weighing over 200lbs on 4 wheel castors.
2. Lifting a minimum of 25 lbs.
3. Employee will be exposed to the sun and/or high intensity lights.
4. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature. Employee may be exposed to temperatures that can be at or slightly above freezing for long periods of time.
5. Employees may work in a wet environment where clothes and footwear can become saturated.