20 March 2025

OCD Position Description

Production Supervisor

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time; therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Handbook.

Title and Reporting Relationships

Position Title:	**Production Supervisor**
Business Unit:	Operations
Function:	Manufacturing
Location:	Waharoa
Reports to:	Plant Manager

PD Approved by: _____ Date: _____

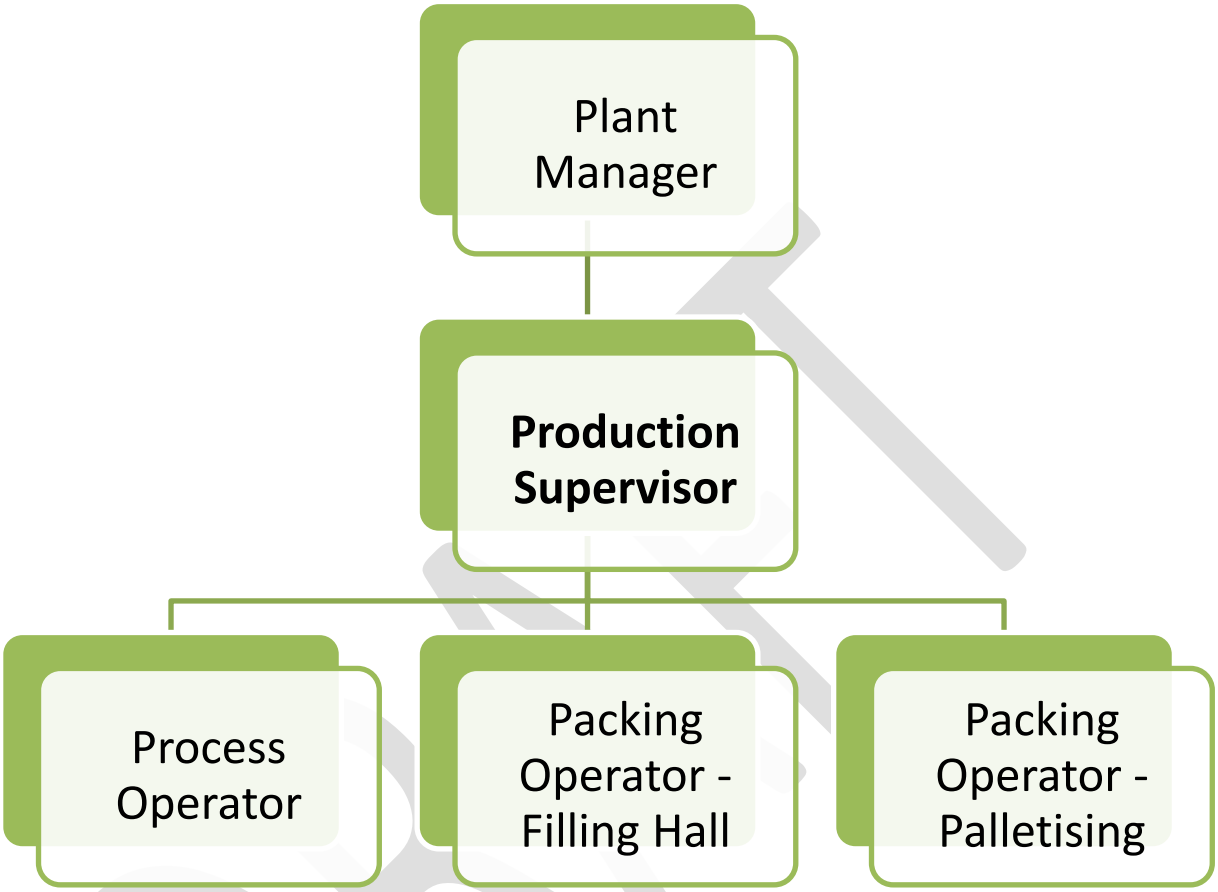
Main Purpose of Position

The Supervisor is responsible for the effective and efficient operation of the production plant by adhering to the approved SOP (Standard Operations Procedures) Manual to ensure that company standards and objectives are met with regard to quality, cost, availability, yields, safety and environmental issues.

The scope includes overall management of the production plant, including receipt of raw and packing material, processing equipment, packing machines, palletising and all supporting disciplines, such as planning, staff, technical adherence, housekeeping, administration, health, safety and environment, etc.

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Organisational Relationships



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Key Responsibilities

Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
Health, Safety, Risk & Wellbeing	20	Provide and maintain a healthy and safe work environment in the plant. Identify opportunities to minimise losses to the business. Support company directives. Minimise incidents. Ensure full contractor compliance.	Ensure good housekeeping practices are followed. Daily & Weekly housekeeping completed and documented. Staff training to legal & site requirements. Timely identification & correction of hazards and/or other safety issues. Manage staff leave balance. Support company Health, Safety, Risk & Wellbeing policies & practices. Induction, work permits, isolations, and intrusive maintenance procedures. Meet KPI targets.	1
Butter Operations & Environment	40	Manage the plant in accordance with Standard Operating Procedures. Maximise the quality, efficiency, effectiveness of the operations, achieving agreed productivity and waste reduction targets. Identify issues that may affect reliability, that require adjustment, electrical and/or mechanical repair. Manage rework and effluent discharges in accordance with operational guidelines. Ensure efficient CIP schedules are maintained.	Measurement of performance, process improvement and application of problem-solving disciplines. Monitor Quality Process Standards. Carry out plant inspections, take action where required, seek assistance if needed. Assist / cover operators where required to ensure continuity of operations. Use MEX system to document R&M. Minimise losses and notify any loss incidents to management.	2

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Leadership & Staff Development	15	Provide effective leadership of Shift personnel. Identify and provide for the training and developments needs to meet the needs of the production team. Ensure good shift communications, well managed and effective shift handovers. Support the Plant Manager in operational duties and goals. Manage staff performance. Implement internal succession plans, and cover plans within the shift.	Lead by example. Identify best practice and transfer behaviours. Conduct regular team meetings, including daily toolbox meetings. Maintain clear & concise communication between the shift and other shifts. Support, develop and use SOP manuals for training. Ensure accurate training records. Conduct regular 1-on-1 discussions with each direct report. Complete 6 monthly performance reviews. Manage staff leave plans/leave balances and annualised hours. Manage disciplinary processes via company performance toolkit. Maintain strong relationships with other shifts.	3
Quality & HACCP	15	Ensure product meets required specifications. To develop and maintain the quality and HACCP systems and ensure procedures are followed. To ensure work relating to Quality and Calibration issues are conducted in a timely manner. Manage all sampling requirements.	Performance against quality budget and set quality targets. Plant and product quality performance. Compliance with Quality audits. Full compliance with all PRPs, OPRPs & CCPs. Escalate any variation to management as soon as possible. Meeting KPI standards. Identify and isolate any Non-conforming or Out-of-specification product In-Process and Laboratory testing regimes followed and documented correctly.	4

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Process Improvement & Cost Control	10	Provide leadership & direction to support process improvement initiatives in the plant. Control labour and raw material costs within budget and identify opportunities for improvement. Ensure efficient CIP schedules are maintained. Ensure that the plant is well presented.	Problem solving and benchmarking techniques. Manage staff hours to budget. Support continuous improvement initiatives within the plant. Encourage communication of improvement opportunities from team members. Meet KPI targets.	5

Major Challenges

Produce product first time right.
Achieve productivity and waste reduction targets in the plant.
Manage towards and achieve the production plan.
Actively support process improvement corrective action activities.
Actively support set production management disciplines.
Foster a culture consistent with the values of the company, general good business sense and discipline.
Support the Plant Manager in maintaining plant services, steam, chemicals, etc.

Decision Making Authority

Decisions Expected	**Outcomes Expected**
Process operational adjustments to achieve optimum quality and efficiency	Sound decision making processes. Suggest process improvement opportunities
Process actions to ensure product specifications are met	Product specification adherence
Process actions to ensure product yields are optimised	Implementation of waste reduction initiatives
Actions to protect staff, equipment and the environment	H&S, discharge compliance and asset protection

Working Relationships

Most Frequent Contact	**Nature or Purpose of Contact**
Direct reports: Process Operators & Packing Operator	Day to day running of the plant
Other shift Supervisors	Daily shift handovers from previous and to following shifts
Liquids Plant Operators	Daily coordination to run the plant
Plant Manager	Daily operational management issues and direction

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Production Coordinator	Production requirements, outputs and admin
Stores & Warehouse personnel	Daily coordination of raw material, ingredients, chemicals and finished product
Technical Team	Quality & Food safety control. Product sampling & testing. Equipment testing and calibration.
Maintenance team	Coordinate required maintenance work and admin (MEX)

Qualifications, Experience & Competencies

Requirement	Essential	Desirable
Education	NCEA Level 2 (or similar attainment of recognised learning)	A relevant tertiary qualification Diploma in Dairy Technology Fork hoist Licence First Aid Certificate
Experience	Food Process or Manufacturing (min 3 years) Supervisory / Leadership Quality Control Performance Improvement Health & Safety ownership	Dairy Processing or Manufacturing Dairy industry
Technical / Functional Skills	Possess a food processing aptitude and can demonstrate problem solving techniques Accurate numeracy skills and good document practices / administrative skills Good leadership skills Demonstrate basic computer skills (HMI / Microsoft Office)	Health & Safety Chemical Handling Permit to Work Confined space & working at heights
Industry Experience	Food processing	

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