



JOB TITLE: Production Supervisor
REPORTS TO: Production Manager

LOCATION: Charlottesville, VA
FLSA STATUS: Non-Exempt

JOB SUMMARY:

Are you ready to position yourself for **advancement** and **success** in your **manufacturing career**? As our **Production Supervisor**, you will utilize your manufacturing experience and skills to lead talented production Team Members! You will use your leadership abilities to contribute to driving efficiency, safety, and outstanding quality in our Charlottesville, Virginia bottling facility.

WHAT WORKING FOR PCVA PROVIDES:

- Competitive pay
- Comprehensive health and wellness benefits
- Paid vacation time
- Six paid holidays
- Company paid life and disability insurance
- Tuition Reimbursement
- 401(k) with employer match and profit sharing
- Learning and development opportunities
- Working with an essential company with stable employment
- And more . . .

WHAT A TYPICAL DAY AS A PCVA SUPERVISOR WILL LOOK LIKE:

- Supervise and provide guidance for all Production Team Members
- Conduct daily, weekly and quarterly inventory counts
- Provide daily shift summary reports
- Lead daily, morning pre-shift huddles
- Work with Production Manager to schedule for weekly production runs
- Serve as back for prepare raw material forecasts and submits orders
- Work with QA Supervisor to ensure all food safety standards are met and maintained and serve on Food Safety Team
- Ensures that company policies, standards and procedures are met and followed and maintained in accordance with established company policy (i.e.: Good Manufacturing Practices, OSHA and safety compliance, PepsiCo and AIB standards, FSSC 22000, FDA, etc.).
- Ensure proper documentation for all company policies and procedures is completed and verified as required by company policy
- Work with company management and supervisors to develop, motivate, train, and direct staff in their respective duties to maximize plant efficiency and productivity and reduce production costs
- Work with Production Maintenance Supervisor to ensure production equipment reliability to minimize downtime
- Assist with the planning, promotion and organization of training activities related to production and safety
- Maximize cross development teamwork through communications and relationship building within the production department and with other departments

- Assist with the coordination of and planning, developing, and implementation of new methods and procedures to resolve production problems and recommend measures to improve operations and conditions of machines and equipment
- Ensure all safety policies and procedures are followed and work with Safety Manager to identify potential hazards and mitigation strategies
- Work with Production Manager to conduct research and assemble quotations for capital projects

WHAT YOUR BACKGROUND LOOKS LIKE:

- Minimum of 3 years of production experience, preferably in bottling industry
- Effective oral and written communication skills
- Proven high level of analytical and statistical skills
- Proven strong organizational, interpersonal and presentation skills
- Demonstrated knowledge of production and quality operations
- Familiarity with Lean Manufacturing and/or Six Sigma methodology is a highly desirable
- Ability to work independently and as part of a team in a fast-paced environment
- Should have a combination of three to five years of related experience and/or training
- Should have or be willing to obtain PCQI certification
- PC literacy to include knowledge of Microsoft Office Suite

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