



## **Production Supervisor**

The position is reportable to the Plant Manager and Divisional Manager.

The position of Production Supervisor has no set hours. It entails a rotating shift that can extend into the weekends or public holidays. If on an afternoon or midnight shift you are in charge of the site.

Your responsibilities include:

- The timely processing of all raw materials to specification within the parameters set in the Quality Assurance Manual.
- The maintaining of internal and external areas of the plant in a clean and tidy state.
- Ensuring all equipment is sanitized at the cessation of processing.
- Ensuring all your subordinates know what is expected of them and that they carry out their duties diligently.
- The company's policies on occupational health and safety are strictly adhered to.
- Personal protective equipment must be used at all times when needed.
- Ensure cleaning chemicals, antioxidants and water treatment chemicals are used discreetly and correctly.
- All odour control and water treatment facilities are running correctly.
- The Environmental Management Plan checklist is completed every shift and any areas needing attention are addressed immediately.
- Supervising loading of various export and domestic contracts.
- Attending to any odour complaints.
- Assist in preparing staff rosters including aiding the payroll clerk with any queries in terms of hours worked by staff.
- Have a thorough understanding of the Workplace EBA.

Personal competencies should include -

Gaining a Boiler Attendant's Certificate and completing the ARA accreditation workshop; and communicating with all staff and team members in a pleasant non-confronting manner.

Please send applications, or requests for further information, to email –

[cmendes@craigmostyn.com.au](mailto:cmendes@craigmostyn.com.au)