

## Production Supervisor

Phoenix Formulations – Phoenix, Arizona Area

To apply in person: 455 W. 21<sup>st</sup> Street, Suite 101; Tempe AZ 85282  
Mon-Thur: 8am-5pm or Friday: 8am – 3pm



**Who we are looking for:** We are looking for a positive, professional who is honest, detail oriented, organized, and who takes initiative and pride in their position within the company. Communication in Spanish will be essential to the success of the individual in this position

**What you would be doing ~** Follow batch records and SOPs (Standard Operating Procedures) to monitor and coordinate the work activities and resources necessary of the operation workers in the assigned department to manufacture products in accordance with cost, quality, and quantity specifications.

This position contributes to furthering our reputation in the industry and the community of effectively delivering products and services to our customers and to your coworkers with integrity. A non-negotiable requirement of working for our Company is maintaining, modeling and acting in accordance with the Core Values of Phoenix Formulations:

1. Internal and External Customer Service with a laser focus
2. Honesty and Integrity
3. Personal Accountability
4. Work smart, work hard
5. Making the lives we touch better today than yesterday
6. Creating wealth through profits and growth

### Day to day:

Read the work orders and production schedules to determine product specifications, materials to be used, weights, dimensions, and tolerances. Enforce safety and quality regulations. You will also coordinate the activities of employees and communicate production sequences to meet production goals. Requisition materials, supplies, or repair services. Transfer materials, supplies, and products between work areas. Measure and examine materials and finished products to ensure conformance to established standards. Remove damaged or otherwise inferior materials or packing supplies. Conduct employee training in equipment operations or work and safety procedures or assign employee training to experienced workers. Confer with management to resolve worker problems, complaints or grievances. Recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency. Collect samples of materials or products for Quality testing. Record operational and production data on specified forms. Clean and sterilize the equipment and tools as specified. Provide information or indication of problems to Management or Quality Assurance.

### Minimum Qualifications:

- Mathematical Skills – Accuracy with arithmetic and subtraction
- Language Skills – Must be able to read and comprehend instructions and hold general conversations in English
- 2 years of experience in manufacturing environment, with a minimum of 1 year in a leadership role
- Skilled in monitoring, troubleshooting, critical thinking, process control, and active listening.
- Demonstrate leadership, attention to detail, orientation to quality, problem sensitivity and information ordering skills.
- Knowledge of food production processing, and general computer usage including Microsoft Office.

### We Offer:

Medical, Dental, Vision, Life, 401K, Paid Holidays, Paid Vacation, Paid Sick Leave, Employee Discounts and more!

**Disclaimer:** This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the job holder might differ from those outlined in this job description and other duties, as assigned, may be part of the job.