



Production Supervisor Job Description

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are looking for a highly motivated Production Supervisor with the desire to make an impact on a novel business. The PS will supervise and participate in the day to day operation of our tea and botanical blending system and packaging line. This position will supervise and train a team of production associates and will be the “subject matter expert” when it comes to operating our blending system and packaging line.

This will be a “hands on” supervisor role and you will be expected to participate in warehousing and production tasks as needed. As a new and growing company, the PS will not solely be involved in production but also assist in warehousing at both of our warehouses if the business calls for it. The PS will report directly to the Warehouse Manager while also communicating to multiple ends of the company to deliver accurate information as it relates to production issues or concerns.

The Warehouse Manager will hold responsibilities that include, but are not limited to, the following:

- Own the production floor and becoming the “go to” person as it relates to understanding how to operate production equipment (blender and packaging line).
- Supervise a team of Production Associates working directly with the Warehouse Manager to schedule and plan out production
- Enter recipes into blender control panel, verifying accuracy through scanning palletized ingredients
- Pull and stage ingredients on pallets prior to production
- Be a lead in promoting the company Food Safety Initiative in the production department.
- Follow SSOP’s for Cleaning and Sanitation of production equipment and room.
- Give input to operations team on processes to improve or optimize production work flow.
- Collaborate with the Director of Trading on specific blending criteria and sample gathering

- Communicate any production issues or concerns to management directly.
- Inspect Product prior to leaving production room for damage, integrity, weight, count, and safety concerns.
- Participate in Production Planning meetings.
- Operate forklift to move large pallets of product throughout warehouse and onto racking system.
- Inspect trucks for inbound and outbound shipments to ensure product safety.
- Inspect Product prior to leaving production room for damage, integrity, weight, count, and safety concerns.
- Unload product from trucks to store in warehouse.
- Shrink wrap pallets of product.
- Repair or repackage damaged product.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each job specification satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma
- 3 years experience in a production/manufacturing setting
- 3 years experience in a supervisor or leadership role
- Forklift experience is required
- OSHA approved forklift operator certification is a plus
- High energy with a positive attitude
- Team player, willing to assist wherever needed
- Strong organizational skills
- Ability to lift or move heavy product up to 50lbs.
- Self-starter with a desire to create programs and processes from scratch
- Strong work ethic with the ability to learn and adapt quickly to new challenges
- Fluent in English
- Comfortable working / relocating to New Orleans

LANGUAGE SKILLS

Fluency in English is a requirement and Spanish is a plus (read/write/translate).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee must:

- Frequently walk and sit.
- Operate a forklift and pallet jack

- Lift bags of product up to 50lbs. and lift in tandem with coworkers to move product over 50lbs.
- Must be physically able to safely ascend to heights, be able to bend, crawl and move safely and freely around machinery and building without assistance.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Exposed to processing, warehousing, and commodities manufacturing that may create dust
- Required to be based in New Orleans, LA
- If not a US citizen, you are required to maintain work authorization independent of company sponsorship

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.