



JOB DESCRIPTION

Auxiliary Supervisor

Summary

This role assists Shift Supervisors to oversee plant operations as directed by plant management. The schedule varies based on need, including rotating shift.

Principal Working Relationships

- Supervisor Campaign: Production Manager, Director of Operations
- Supervisor Inter-Campaign: Maintenance Manager, Director of Operations
- Others: Human Resources, Ag Personnel, Purchasing, Engineering, Maintenance and Operating Personnel, Contractors

Essential Job Duties

- The Auxiliary Supervisor assists with supervision of plant operations, and associated systems involved (including water, waste, environmental, and chemical systems), in the following areas: Beet Washing; Slicing and Diffusion; Pulp Pressing, Drying, Pelleting, and Storage; Juice Purification and Filtration; Lime Kiln; Steam Economy and Evaporation; Crystallization, Molasses Exhaustion, and MDS; Sugar Conditioning and Storage
- Assists with the supervision of a crew which operates the sugar plant. This individual is expected to lead, motivate, discipline, train, hire, communicate with others, and solve problems.
- During campaign, when on shift, the Auxiliary Supervisor helps supervise all plant operations, including maintenance, plant-wide.
- During inter-campaign, the Auxiliary Supervisor helps supervise maintenance, and assigned improvements and construction, on areas of the plant designated by the Maintenance Manager.
- Assists in monitoring and controlling the morale and discipline of personnel.
- Assists in the training of personnel and assure they are knowledgeable and competent in their assigned jobs.
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines.
- Write and/or complete procedures, reports and paperwork as required. (Must be able to certify understanding of environmental requirements.)
- Develop the leadership, process and mechanical skills of self and others through training.
- Use people, time, equipment, and material in the most efficient manner.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to management.
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Implement and require strict adherence to all company policies and all safety, food safety, feed safety, and sanitation rules and programs.

Qualifications

- Demonstrated technical and management expertise, gained through some combination of on-the-job experience and/or professional training, sufficient to excel at the Summary and Essential Job Duties listed above.
- Five years of process related experience required.
- Good understanding of plant maintenance and construction.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Ability to communicate orally and in writing, and work cohesively with others.
- Demonstrated leadership qualities, and planning/scheduling skills.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Physical Demands and Expectations

Lift, bend, walk, climb stairs

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

Print Name

Signature

Date