

FSQR Manager/Production Supervisor

Position Type: Exempt, Full-Time

Location: In person, Staples, MN

Expected Hours of Work: Day shift, Monday to Friday (Occasional evening and weekend work may be required as the schedule demands).

Compensation: Salary \$60,000-\$70,000/year based on experience with a competitive benefits package.

Summary/Objective:

The FSQR Manager/Production Supervisor ensures food safety, quality, and regulatory compliance by monitoring production, inspecting raw materials and finished products, enforcing sanitation, conducting audits, managing HACCP, and resolving non-conformance issues. This position requires strong attention to detail, problem-solving, and communication skills in a fast-paced environment in addition to conducting employee training, and continuous improvement.

Essential Functions:

The essential duties and responsibilities include the following:

Key Responsibilities:

- **Monitoring & Inspection:** Inspecting meat products, processing lines, packaging, and labeling for defects, compliance, and adherence to standards.
- **Food Safety Programs:** Managing and implementing HACCP, GMP, and other food safety systems, including audits and prerequisite programs to ensure product integrity and eliminate food safety risks.
- **Regulatory Compliance:** Ensuring adherence to USDA and other regulatory body requirements, humane handling, and food safety standards.
- **Documentation & Reporting:** Maintaining detailed records, completing check sheets, preparing incident reports, and documenting corrective actions.
- **Problem Solving:** Identifying quality issues, conducting root cause analysis, and facilitating corrective and preventative actions (CAPA).
- **Training:** Training production and QA staff on quality policies, procedures, and food safety demonstrations.
- **Supplier Management:** Potentially reviewing and inspecting supplier facilities and raw materials.
- **Product Release:** Authorizing product release and initiating recall procedures if necessary.

Personnel Management

- Communicate policies and updates to staff, fostering a culture of accountability, engagement, and continuous improvement.

- Ensure compliance with health/safety regulations and promote a strong safety culture to reduce injuries.
- Conduct evaluations and encourage leadership development among employees.

Business & Oversight:

- Report performance metrics.
- Develop and track KPIs to drive daily, weekly, and annual improvements.

Competencies:

- Problem Solving
- Technical Skills
- Communication
- Credibility
- Time Management
- Decision-Making
- Leadership
- Teamwork
- Adaptability

Knowledge & Skills:

- **Knowledge:** Meat/Food industry experience is preferred. A strong understanding of food safety practices (which may include GMPs, HACCP and SQF systems) and slaughter/cutting processes as they relate to meat production.
- **Technical Skills:** Basic computer proficiency (MS Office), data analysis, and record keeping.
- **Soft Skills:** Excellent communication, organizational and time-management skills, attention to detail, problem-solving, leadership, and ability to work in a fast-paced environment.
- **Physical Ability:** Ability to lift, push, or carry weights (e.g., 60 lbs.) and work in cool, wet environments.
- **Experience:** A good understanding of traceability/management software systems, food manufacturing, or related experience is preferred.

Preferred Qualifications:

- Proven experience in production, and quality control
- Lean Six Sigma or Lean Manufacturing experience
- Increasing leadership history
- Proficiency in Microsoft Excel, Word, Teams, Access and Outlook
- Bilingual skills (English and Spanish/Karen or Hmong)

Decision Making:

The FSQR Manager/Production Supervisor role requires independent decision-making, with guidance and structure provided by the Meat Harvest & Processing Facility Manager.

Work Environment & Physical Demands:

This job operates in a professional casual meat production and office environment. This role routinely uses standard office equipment such as knives, various meat processing & packaging equipment, computers, phones, photocopiers, filing cabinets and fax machines. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to access, navigate and perform duties within the production facility (including cold and wet manufacturing environment).
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 60 pounds at a time.
- Must be able to utilize office equipment such as desktop/notebook computers, copiers, printers, scanners, telephones, and calculators.
- Travel is primarily local during the business day, although occasional travel to attend meetings may be requested.

NOTICE: The above statements are intended to describe the general nature of the environment and the level of work being performed by this job. This job description in no way states or implies that the duties and responsibilities listed are the only tasks to be performed by the employee in this job. The employee will be required to follow any other instructions and to perform any other job-related duties requested by his or her supervisor.

EEO Statement:

An Equal Opportunity Employer - All qualified employees will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Organization Structure:

- Job Title this position reports to: Meat Harvest & Processing Facility Manager.

To Apply:

Submit a PDF cover letter, resume and three references to Robb Kasal, Farmers Union Processing & Meats Facility Manager at robb@mfu.org. Please, no phone calls or visits. Application will be considered on a rolling basis.