

# Cheesemakers, Inc.

2266 SOUTH WALKER ROAD ~ CLEVELAND, TX 77328  
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**Jaimito Brand Hispanic Cheese & Chorizo ~ Lone Star Brand Goat Cheese & Yogurt ~ Texas Fresh Mozzarella – Hand Formed to Order**

## **Job Description: Production Supervisor Position**

1. Arrive at 6:00 AM and expedite the route drivers as follows:
  - a. Reconcile Truck with Driver to ensure Driver signs off the all products for all invoices are on truck (Make sure original route manifest is signed by driver. Make sure driver leaves with all necessary items (See Driver Check List).
  - b. Make sure Route Driver signs the DOT Truck Inspection form (Make sure all items on back of Route manifest are checked for safe operation).
  - c. Control theft by making sure no extra products are on truck. All coolers must remained locked until driver is gone from plant.
  - d. Back up Route Driver if he is Sick. Goal is to train the Cooler Worker to back up Route Driver and rotate assistant cheese maker to cooler.
2. Look thru all Pick tickets and Summarize the days work on the Packaging Department Daily TODO List and Mix/Form Todo list.
3. Look thru all Pick Tickets and Summarize Production Required as required to build inventory levels in finished goods downstairs cooler. Use the attached spreadsheet to get production requirements and order Milk on Wednesdays.
- 4 Hire and Train a Packaging Department Leader. (\$7.00 per Hr Pay Level, M-F 7:30AM to 5:00 PM with 1/2 Day SA)
5. Staff the Packaging Department with 1 assistant and 3 back ups ready to come to work (Resume's on File and interviewed - Part timers are good to have for big orders, budget \$5.75 per HR with 2 weeks boot camp for all full time employees at \$6:00 per HR).
6. Hire and Train a Mix/Form Department Leader (\$7.00 per Hr Pay Level, M-F 7:30AM to 5:00 PM with 1/2 Day SA).
7. Staff the Mix / Form Department with 2 assistants and 3 back ups ready to come to work (Resume's on File and interviewed - Part timers are good to have for big orders, budget \$5.75 per HR with 2 weeks boot camp for all full time employees at \$6.00 per HR).
8. Hire and train the Cooler Worker. Manage Cooler Worker to ensure the Route Truck is loaded, checked and locked by 2:00 PM every day. Cooler man is to keep grounds clean, trucks maintenance (filled with diesel, liquids, air, etc.). Trucks must be plugged in for Cooling and checked that they are working & Clean in & out. Cooler man locks all coolers at end of day. Cooler man labels the incoming cheese. Rotates to packaging department if needed.
8. Take Physical Inventory on Wednesdays and turn into office (Short Dated Product List, Finished Goods, Raw Materials and Labels).

9. Fill out Milk Needed Spread Sheet on Wednesdays.
10. Control Quality of Products.
11. Oversee Plant sanitation (No one leaves until plant is clean)
12. Organize all raw materials. All shelves labeled and things in their place every day.
13. Supervise the Washing of Cheese bags and Uniforms.
14. Maintain inventory of Raw Materials, Labels and Finished Goods.
15. Maintain First In, First Out by proper product rotation. Used oldest Cheese for Shredding and Grinding.
16. Shipping and Receiving.
17. Reconcile Route Trucks by taking inventory and unloading Back Hauled Products.
18. Learn how to operate and maintain the roll stock machine to change die configurations.
19. Plant Security (lock all doors and secure all trucks).
20. Follow Opening Check List, Mid Day Check List and Closing Check List.
21. Control Production Labor by controlling overtime thru production scheduling,i.e. staggered shifts, etc.

**Work Hours:**

M - F = 6 am until finished

SA = 8:00 am until 12:00 Noon (Special Projects as assigned by James C. Keliehor, P.E.)

**Benefits:**

Health Insurance after 90 Days. See Company Hand Book.

**Compensation:**

Salary is commensurate with level of experience.

**Additional Information:**

See website: [www.cheesemakers.com](http://www.cheesemakers.com)

**Contact:**

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