



**Position** Ground Beef Production Supervisor  
**Reports to** Production Manager  
**Location** Brea  
**Schedule** M-F, 7:30 am to 5pm and overtime as required

## Position Summary

Reporting to the Production Manager, supervises a team of 7-10 meat grinding professionals and temps. Ground Beef Supervisor is responsible for food processing in accordance with daily customer orders and company guidelines. This includes mixing the proper blend of lean meat and fat necessary to achieve blend ratios. Running the grinder and using the testing equipment necessary to monitor those ratios, documenting data, and maintaining HACCP sanitation and safety requirements are all essential functions in this assignment.

## Duties/Responsibilities include:

- Scheduling of people and resources necessary to achieve the above stated activities in a timely fashion to expedite the filling of orders and par levels inventories.
- Prepare and review production plan(s) of ground beef and patty needs.
- Grinding/ Patty forming: Assign and Manage Employees operating patty forming machines and bulk grinding. Requiring them to produce, lift and package various pack sizes of bulk containers including Chub/liner pack product.
- Inventory control and knowledge of ground beef grinding component and formulas, including special blends.
- Walk through pre-operational procedures before the start of each shift.
- Insure ground beef area has adequate equipment for its employees.

## Skills and Abilities

- Ability to multi-task with the highest degree of accuracy and sense of urgency
- Ability to stand and or walk for extended periods of time
- Able to reach, lift and maneuver objects of varying dimension and weights up to approximately 50lbs
- Must be able to read and understand production reports, inventory reports and monitor raw material inventory levels on a daily basis.

## Physical Requirements

Employees are required to work an 8 hour shift in a production facility kept between 36 and 37 degrees. Standing 80 percent of the time and walking 20 percent of the time. While performing the job employees will be required to twist, bend, stoop, and squat frequently for a few seconds at a time. They are required to climb a ladder on occasion. Work in the freezer and cooler occasionally for a few minutes.

## Qualifications

- High school diploma required
- Knowledge of MS outlook and inventory computer systems a plus
- 5+ years of food industry experience
- 3+ Grinding specific experience