



*Serving Western Massachusetts*



**Job Title: Food Processing Center – Production and Operations Supervisor**

Employee Status: Full Time with benefits

Pay Rate: Non-Exempt- \$19.50 an hour

Job Description:

The Franklin County Community Development Corp. is seeking a motivated individual to oversee production and support the continued growth of the food processing center's food business incubator program and farm value-added program. This position will report to and assist the WMFPC Director of Operations in the delivery of services to clients of the Franklin County CDC's Western MA Food Processing Center.

Job Duties to include but are not limited to:

- Maintain safe and sanitary working environment by educating and directing personnel on all facility GMP's, SOP's, and SSOP's and CCP's.
- Oversee and execute commercial processes as directed by the DoO, while maintaining confidentiality of proprietary processes.
- Supervise production staff, including communicating daily job expectations, maintaining work flow and continuously monitor progress toward production goals.
- Initiate and enforce FPC systems, policies, and procedures, including record keeping.
- Investigate facilities and production-related issues, identify solutions and work with DoO to resolve.
- Support DoO with light facilities and equipment maintenance of a commercial food handling facility.
- Conduct facility and equipment training for all new clients.
- Support DoO and warehouse staff with shipping and receiving, inventory control and warehouse management.
- Continuously monitor and evaluate production inefficiencies and work with FPC team to explore new methodology.
- Oversee staff and coordinate production in the absence of the FPC DoO.

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*324 Wells Street Greenfield, MA 01301 413-774-7204 FAX 413-773-3562 [www.fccdc.org](http://www.fccdc.org)*



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Qualifications and Experience:

- At least 2 years of experience in a supervisory role in high-volume food production, or food service
- Able to lift 50lb loads
- Serv-Safe Certified; or must obtain within 3 months of hiring
- Preventive Controls Qualified Individual (PCQI) certification preferred, but will train
- Ability to follow and complete detailed procedures and provide accurate record-keeping
- Must have or be able to obtain a Fork-Lift Operators License
- Normal work week is M-F 40 hours, but O.T may occur. Weekend work may be required occasionally
- May be required to obtain additional certifications per FDA or other regulations
- High School Diploma or equivalent preferred but not required
- Committed to dismantling white dominant culture within the CDC and in the community, and help work for racial, social, and economic justice.

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