



Service Thread is currently seeking a Shift Supervisor. Applicants must be able to pass a criminal background check and pre-employment hair sample drug screen. This position requires a bachelor's degree in a related field and a Gold Career Readiness Certificate. We offer competitive pay and excellent benefits including medical, dental, vision, 401K, STD, LTD and Life. Qualified applicants may submit a resume via email to [careers@servicethread.com](mailto:careers@servicethread.com).

**Production Supervisor Job Responsibilities:**

Manufactures products by supervising staff; organizing and monitoring work flow.

**Production Supervisor Job Duties:**

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by orienting and training employees; developing personal growth opportunities.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- Maintains quality service by establishing and enforcing organization standards.
- Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
- Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
- Contributes to team effort by accomplishing related results as needed.

**Production Supervisor Skills and Qualifications:**

Supervision, Coaching, Managing Processes, Process Improvement, Production Planning, Controls and Instrumentation, Strategic Planning, Dealing with Complexity