

# JOB DESCRIPTION

## Auxiliary Supervisor

### Summary

This role assists Shift Supervisors to oversee plant operations as directed by plant management. The schedule varies based on need, including rotating shifts.

### Essential Job Duties

- The Auxiliary Supervisor assists with supervision of plant operations, and associated systems involved (including water, waste, environmental, and chemical systems), in the following areas: Beet Washing; Slicing and Diffusion; Pulp Pressing, Drying, Pelletizing, and Storage; Juice Purification and Filtration; Lime Kiln; Steam Economy and Evaporation; Crystallization, Molasses Exhaustion, and MDS; Sugar Conditioning and Storage
- Assists with the supervision of a crew which operates the sugar plant. This individual is expected to lead, motivate, discipline, train, hire, communicate with others, and solve problems
- During campaign, when on shift, the Auxiliary Supervisor helps supervise all plant operations, including maintenance, plant-wide
- During inter-campaign, the Auxiliary Supervisor helps supervise maintenance, and assigned improvements and construction, on areas of the plant designated by the Maintenance Manager
- Assists in monitoring and controlling the morale and discipline of personnel
- Assists in the training of personnel and assure they are knowledgeable and competent in their assigned jobs
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Write and/or complete procedures, reports and paperwork as required. (Must be able to certify understanding of environmental requirements.)
- Develop the leadership, process and mechanical skills of self and others through training
- Use people, time, equipment, and material in the most efficient manner
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to management
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business
- Good attendance, safety, disciplinary, and overall employment records
- Implement and require strict adherence to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Demonstrated technical and management expertise, gained through some combination of on-the-job experience and/or professional training, sufficient to excel at the Summary and Essential Job Duties listed above
- Five years of process related experience required
- Good understanding of plant maintenance and construction
- Should be motivated, willing, enthusiastic, and promotable
- Embrace teamwork
- Ability to communicate orally and in writing, and work cohesively with others
- Demonstrated leadership qualities, and planning/scheduling skills
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Physical Demands and Expectations

- Lift up to 50 pounds
- Bend
- Walk
- Climb stairs