



LAB SUPERVISOR

Division/Department: Quality Assurance/Lab
Shifts: Monday thru Friday and as needed
Job title: Lab Supervisor
Reports to: Quality Assurance Manager

Level/Grade:	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/ Scope of Position

Lab Supervisor directs day to day operations in the lab and lab personnel. Supervisor will work closely with Quality Assurance and Production to ensure timeliness and accuracy of testing and reporting is completed. Supervisor will play key role in developing a unified and professional team.

Responsibilities/Duties (inclusive of but not limited to):

- Oversee general lab duties and scheduling of personnel.
- Oversee all lab personnel training.
- Review main powder and butter daily reports.
- Review hold log daily and report.
- Monitor ISO Standards
- Review Production Schedule and Specs to ensure all plating is done to the product spec. Alert any testing issues immediately.
- Oversee and schedule butter grading.
- Making sure that the products are tested on time and are of good quality during first



processing.

- Proficient in all lab testing procedures and oversee training of procedures.
- Troubleshoot and correct production issues that affect quality or productivity that ultimately control or reduce excess costs of quality.
- Ensure compliance with workplace safety program.
- Organize the repair and routine maintenance of lab equipment.
- Ensuring that the lab is cost effective.
- Oversee Calibrations of all Lab equipment-FOSS, CEM-Bentley
- Working out the human and material resources needed.
- Considering application of environment and health and safety standards.
- Ensure proper laboratory procedures are followed.
- Able to perform all quality and food safety related testing.
- Plan conduct and monitor testing and inspection of materials and product to ensure product quality.
- Maintain documentation and records of all quality and food safety related testing.
- Maintain state certification.

Leadership

- Identify training needs and organize training interventions to meet quality standards.
- Mentoring, supervising and motivating the team.
- Review worker performance.
- Cross – train worker teams for maximum flexibility.

Education/ Training

- College Degree in Food Science, Microbiology, Chemistry or other related fields or equivalent experience preferred.
- Proficient in MS programs (Excel, Outlook, Word, etc)
- 3 to 5 years lab experience minimum (milk lab experience a strong plus)

Skills

- Aware of health and safety standards and their implication in the workplace.
- Demonstrated experience coaching and developing individuals.
- Analyze problem, detect root causes and resolve all issues.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to motivate teams and simultaneously manage several projects.
- Efficiency and time management.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.



- Needs to have integrity and should be honest in dealings without misusing power.
- Ability to work under pressure.
- Must be able to effectively multitask.
- Carefully proofs own work.
- Ability to multi-task.
- Excellent verbal and written communication skills.
- Well-developed organizational skills.
- Ability to meet deadlines.
- Ability to work autonomously and maintain responsibility for assigned tasks and duties.

Salary

- \$24.76/hr + \$1.00 Business Owner Incentive

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.