

Chippewa River Industries, Inc.
Hot Shots Associate Floor Supervisor Position Description

FLSA: Non-Exempt

Reports To: Operations/Sales Director

Supervises: None

Core Hours/Schedule: Monday – Friday, Second Shift. Specific hours will vary according to production needs, this will include first or third shifts. Scheduled days may include weekends.

Purpose of Position

The purpose of this position is to provide assistance to the Production team with ensuring all production operations within designated area meet or exceed customer expectations.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serve as an assistant to the Lead Floor Supervisor in all operations of assigned area and projects. Ensure principles of lean manufacturing are implemented and maintained.
2. Assist with supervising and training workers, including monitoring worker production and quality.
3. Communicate efficiently and effectively with the entire production team regarding progress on the current assignment, including any challenges that have arrived in real time.
4. Perform inventory tasks, printing of labels, job set-up, job take-down, equipment set up, materials acquisition, etc that support the efficient flow of production.
5. Ensure work area is neat, safe, and well organized.
6. Assist with accurately recording individual worker production and performance as directed.
7. Communicate all client related issues with the appropriate case management staff or their designee.
8. Ensure Lead Supervisor is aware of all customer inquiries. Respond to such inquiries as directed.
9. Assist workers with toileting, ADL skills and any other needs as directed.
10. Provide insight and information to case management or other appropriate staff on the work performance of clients.

11. Effectively respond to workers' conflicts, disruptive behavior, inappropriate behavior, etc.
12. Adhere to all relevant laws, regulations, CRI policies, etc.
13. Participate in scheduled meetings as directed.
14. Assume miscellaneous responsibilities as directed (e.g., supervise lunch, monitor fire and tornado drills, etc.).

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from high school or equivalent, and six (6) months of directly related work experience.

Successful completion of a pre-employment background check.

Required Knowledge Skill and Abilities

Ability to work a flexible schedule including early morning, late evenings, and 2nd or 3rd shifts as directed.

Ability to read and understand customer specifications and expectations.

Ability to understand and carry out oral and written instructions.

Ability to understand and apply lean manufacturing principles.

Ability to understand policies and procedures and enforce the same.

Ability to communicate with people who have disabilities.

Basic knowledge of Department of Labor regulations that pertain to Section 14 of the FLSA.

Ability to meet and deal with the public and to establish and maintain an effective working relationship with staff, the public, and clients.

Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open record laws and other applicable State and Federal statutes and regulations.

Language Ability and Interpersonal Communication

Ability to communicate effectively with people with disabilities or other barriers to employment. Ability to learn to understand and carry out oral and written instructions. Ability to learn to observe, record and report significant behaviors. Ability to meet and deal with the public and to establish and maintain effective working relationships with staff.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Ability

Ability to learn the use of functional reasoning and application of rational judgment in performing diversified work activities.

Ability to learn to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as operating a calculator, providing training to a worker.

Ability to exert physical effort, typically involving lifting, carrying, pushing and pulling, including assisting clients with personal cares.

Ability to recognize and identify degrees of similarity or difference between characteristics of color, forms, sounds, tastes, odors, textures, etc. associated with job-related objects and materials.

Environmental Adaptability

Ability to work under safe and comfortable conditions where variations or extremes in temperature, odors, toxic agents, violence, noise vibrations, wetness, and disease are minimal and where there is little-to-no risk due to environmental factors.

Chippewa River Industries, Inc. is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, CRI, Inc. will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This position description does not constitute an employment contract. Employee is an at-will employee with CRI. By signing below, Employee acknowledges receipt of this position description and that Employee has reviewed and understands this position description.

Employee's Signature

Supervisor's Signature

Date

Date

Original: January 1, 2009.

Revised: January 12, 2010, February 11, 2021