



Assistant Supervisor

Description

The Assistant Supervisor supports the Production Supervisor in overseeing the daily operations of the production and packaging areas. This role ensures smooth workflow, adherence to safety and quality standards, and efficient team coordination. The Assistant Supervisor also serves as the primary backup in the absence of the Supervisor.

Duties

- Support the Shift Supervisor with day-to-day operational tasks and act as the backup when the Supervisor is not on site.
- Assist in planning and executing daily and weekly production schedules; assign staff to areas including the loaf line, cutting line, oven, consolidators, packaging line, and cleaning.
- Conduct pre-operational checks on production and packaging equipment and utensils to ensure readiness and compliance with Food Safety and Quality standards.
- Oversee operations in production areas such as the loaf line, cutting line, oven/consolidation, and in packaging line and report any deviations to the Shift Supervisor.
- Check the sanitary condition of equipment, machinery, and facility.
- Perform and document hourly Quality Assurance (QA) checks for production and packaging lines; escalate any non-conformances to the Shift Supervisor.
- Monitor availability of ingredients at the loaf line, packaging supplies, and other necessary

Closing Date

December 5, 2025

Categories

Manufacturing and Utilities

Employer

Diva Delights Inc

Location

St. James-Assiniboia

Address

575 Berry St. Winnipeg, R3H0S2

Job Type

Full-time

Education Level

High School

Email

Sandra@divadelights.ca

materials in the production and packaging areas to ensure continuous workflow.

- Review and verify the accuracy of all production and packaging forms before shift end; ensure all required documentation is complete and signed.
- Conduct allergen and/or ATP testing following equipment and/or utensils cleaning between allergen changes or when required.
- Perform locker inspections and monitor personnel hygiene practices; issue GMP violations when applicable and ensure corrective action is implemented.
- Monitor the operation of automatic machinery such as mixing, slicing, ovens, and packaging machines to ensure and maintain quality requirements.
- Record and document any product salvage through the IOR/Salvage app.
- Train new and existing staff in production processes, food safety procedures, and proper use of equipment and machinery.
- Ensure staff compliance with required Personal Protective Equipment (PPE); report all workplace incidents and hazards promptly.
- Promote safe use of tools and equipment among staff members.
- Monitor equipment performance to ensure efficiency and compliance with production targets.
- Execute equipment switchover, cleanup, and setup following established SOPs and SSOPs.
- Dismantle and reassemble equipment and machinery as needed.
- Troubleshoot minor issues and perform basic equipment repairs to minimize downtime.
- Perform any other duties as specifically assigned by the Shift Supervisor or Production Manager.

Qualification

- Experience in a food production or manufacturing environment is preferred.
- Strong understanding of food safety, sanitation, and GMP practices.
- Ability to lead and motivate a team in a fast-paced environment.
- Good communication, organization, and problem-solving abilities.

- Attention to detail and commitment to quality and safety standards.