



Job Description

Title: Floor Supervisor

Reports to: Plant Manager

Purpose: Provides direction, instructions, and guidance to a group of individuals. Must know all product/processes well enough to lead a team to produce them. Must show ability to critically think and solve problems. Must be able to work independently with minimal supervision. A Floor Supervisor also must exemplify the values and mission of CCT to their team.

Key Responsibilities To:

- Facilitate the production processes that Plant Manger provides
- Ensure that high quality products are produced within the shift and meet the company's quality systems, processes and procedures
- Effectively communicate with team and management to ensure production numbers are met
- Ensure that Health and Safety rules and regulations are adhered to
- Ensure that the training skills are met for current and future demands of the shift
- Utilize company resources in an effective manner to ensure best operating costs
- Be able to make appropriate decisions while following the companies organizational structure
- Follow directions and able to give directions
- Have the ability to learn new skills and techniques
- Perform administrative tasks as needed

Education and Experience: High school diploma or equivalent. Minimum of 5 years manufacturing experience. Previous supervisory experience is a requirement. Basic computer skills needed.

Language/Communication Skills: Ability to follow verbal directions and written process instructions. Strong in comprehension skills, coaching and motivating team members.

Mathematical Skills: Ability to add, subtract, multiply, divide, unit of measure conversion. Skilled in critical thinking, problem solving, analytical thinking, and quantitative reasoning.

Reasoning Ability: Ability to apply understanding to carry out instructions in written, oral or diagram form.

Other Skills and Abilities: Ability to operate various sewing machines, electric power tools, glue guns, various hand tools, power tools and fixtures in accordance with operational instructions and to alert appropriate staff when machines malfunction. Ability to work effectively and contribute in a team environment and self-direct work.

While performing the duties of this job the employee is required to work a regular schedule and some overtime.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit or stand for several hours at a time, walk, use hand to finger, handle or feel, reach with hands and arms and follow instructions.

The employee is occasionally required to lift up to 50 lbs. Must possess excellent motor coordination and be able to stoop, kneel, crouch or crawl and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This position description is intended to guide the activities of the person in this role. It is not intended to limit the thinking and creativity of the person in this role, nor is it intended that this description represents all the work that may be required of a person in this position.

Must perform all other duties that are required to meet the goals and objectives of the organization.

Able to Supervise Employees

- What is required of a good leader? Which of these skills are you better at? What skills would your supervisor say that you would need to improve upon to be a better leader/supervisor?
- Tell me about a defining moment in which you knew you became a leader.
- Give me an example of a time when you handled an employee concern that resulted in better working relationships.
- Give me an example of a time when you handled a concern that did not result in better working relationships. What would you have done differently?
- What have you done to motivate your employees? Were they motivated? Give me a time when they were or were not.
- How did you elicit cooperation from your employees? Give me an example of a time when an employee would not do what was asked. How did you handle this?

Competency

- What do you do on an ongoing basis to keep your professional skills up to date?
- Indicate some of the significant development efforts you have undergone in the last few years.
- What do you see as the key competencies needed in your current assignment and how have you gone about developing these?

Integrity

- Tell us what you do to ensure that you meet the work commitments you make to others?

Teamwork

- What are some of the things you are doing to ensure the effectiveness of the team you are leading?
- Have you been on a dysfunctional team? What did you do as a team member or team leader to address the problems?

Respect For Others

- How do you currently encourage people on your team to express their ideas and opinions? Can you give an example?
- Tell us your experience in working with others of diverse background from yours. How you handle differences that come from different backgrounds?

Innovation

- What continuous improvement methodologies are you familiar with? Tell us about your experience.

CCT Core Values

Welcome to Carolina CoverTech. At Carolina CoverTech we have five values that represent our core, they are ***Excellence, Customer Centered, Own Selflessly, Innovation*** and ***Stewardship***.

Excellence – we believe we are awesome. We don't feel this way because we think we know it all, but because we work our tails off. We are obsessed with being the best and expect excellence of ourselves and our work. Not just when we feel good or are happy, but every single moment of every single day. We work with exceptional people who do exceptional things.

Customer centered simply means that at our core we are expected to deliver to our customers. We are fully committed and realize how every decision we make effects the customer and we will not settle for complacency. In order to create long-term relationships with our customers we aim to be responsive and relevant by consistently delivering value, and to deliver beyond their expectations.

Own selflessly and take ownership. This is vital with our team. We understand that we have the freedom to fail but not the freedom to take others down. We hold ourselves accountable for our choices and results. We push the people around us to behave the same way.

Innovation – We respect the process but we stay curious. We are passionate about learning and seek to constantly improve. We search for a better solution then top it!

Our fifth core value is Stewardship. We will never act unethical or tolerate anyone who does. We do what we say, and we keep our promises. We support each other by serving each other and promoting well-being. No one person is more important than another. We achieve success by enabling the success of others.

Those are our five core values. If you share those core values and you can consistently exhibit them, we hope you will consider joining our team