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## Minnesota Soybean Processors

### Job Description

**Title:** Shift Supervisor  
**Department:** All  
**Reports To:** Crush Manager (indirectly to Biorefining Mgr.)  
**Supervises:** Plant Technicians in Soy Processing, Shipping & Receiving, and Biorefinery  
**Revision Date:** 01/09/2013

### Objective:

Provide shift supervision to ensure safe and efficient operations through the soy processing, shipping and receiving, and biodiesel and refinery facilities. Ensure safe working conditions through the delegation of responsibilities and subordinates. Ensure that customer service is maintained to MnSP standards. Continuous plant operations requires 12 hour shift work. Employees must be able to adapt to 12-hour rotating workdays switching from days to night every four weeks.

### Essential job functions

- Maintain MnSP safety and environmental compliance standards.
- Provide supervision for the Process, Shipping and Receiving, Biodiesel, and Refinery Technicians on your shift.
- Safety: develop, promote and enforce safety by setting and personally demonstrating safe work habits.
- Fill out work orders using the CMMS.
- Maintain sanitation conditions to meet MnSP standards.
- Communicate policy and procedures to subordinates to ensure a clear understanding of objectives and goals.
- Communicate orally and in writing with supervisors and Employees concerning operational, maintenance, safety, and disciplinary issues.
- Maintain plant security.
- Assists in the investigation of plant problems, incidents, accidents, and unusual events, and provide analysis, recommendations, reports, and appropriate follow-up.
- Maintain accurate inventory of supplies and product.
- Maintain accurate records of production and communicate employee performance effectively.
- Train Employees within their position to ensure maximum growth potential as well as cross train to ensure a broader view of the process. Maintain accurate, timely documentation.
- Develop acceptable knowledge of cost control such as product waste, overtime, steam usage, power consumption, and manpower.
- Communicate with employees and support staff to ensure optimum processing capabilities.
- Communicate with personnel to provide accurate and timely inventories.
- Maintain efficiency and profitability by minimizing downtime and off-spec product.

## **Qualifications**

### Technical

- High school diploma or equivalent, but BS Degree desired.
- Must possess the ability to communicate both verbally and written.
- Must possess the ability to train employees and support staff as required
- Minimum of 3-4 years Supervisory experience in continuous process
- Higher than average administrative and mathematical skills together with a willingness and ability to organize and process paperwork
- Proficient skills in Microsoft Word, Excel, and Outlook
- Must be able to understand and oversee basic operating tasks including startup, normal running, and shutdown.
- Must have knowledge of plant utilities such as boiler room equipment, fire protection equipment, emergency power backup systems, natural gas shutoffs, sewer and storm drains.
- Prior experience with maintenance and reliability

### Physical

- Ability to frequently climb stairs, bend, squat, climb, kneel, sit, stand, walk, handle objects, reach above shoulder level, and push/pull
- Ability to occasionally crawl and use fine finger movements
- Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift over 50 lbs.

### **Working Conditions**

- Exposed to excessive noise
- Works around moving machinery
- Exposed to marked changes in temperature
- Exposed to dust and fumes
- Drives motorized equipment
- Work on or around high structures
- Occasionally works in confined quarters

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.