

# **Occupational Services, Inc.**

## **Job Description**

### **Floor Supervisor**

#### **QUALIFICATIONS:**

An Associate Degree from an accredited institution in Social Services and a minimum of two (2) years experience in social work or comparable activity related to social services is preferred. Minimum requirements are high school diploma or GED and at least one year work experience in industry or service occupations.

#### **RESPONSIBLE TO:**

The Floor Supervisor reports to the Production Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Floor Supervisor is essentially responsible for completion of the various types of work performed by clients. The position encompasses all of the relevant functions associated with this work, both rehabilitative and production oriented.

#### Specific Duties To Include:

1. Assure that the work center is ready to operate at 8:00 AM when the client workday begins. Have work set up for client processing of work. Obtain materials/supplies from warehouse as needed.
2. Supervise and instruct up to and including 15 clients regarding the correct, timely and safe completion of assigned work.
3. Complete accurate work counts and times, and document this information to assure client wages for work completed is accurate.
4. Monitor client outcomes and attendance, as well as completing monthly progress reports. Maintain contact with counselors with regard to client's overall performance and behaviors. Understand that the counselor is the client's program manager and as such has final authority and responsibility for a client's daily program activities.
5. Attend client meetings as appropriate.
6. Ensure that the work center is safe, clean and orderly.
7. Ensure that the work being completed meets quality assurance standards.
8. Be fully aware of intellectual, physical, and medical limitations of each client and make adjustments for such limitations per counselor's directions.
9. Provide work training to clients in regard to subcontract work, as well during periods of downtime through the use of sample work.
10. Ensure that work is distributed evenly and fairly to clients, with consideration given to individual capabilities.
11. Responsible for receiving and documentation of twenty-four hours of appropriate staff training.
12. Be aware of client needs, and assist as appropriate.

13. Perform mock fire drill on a monthly basis, alternating “fire location” and exit area.
14. Complete and submit required documentation electronically including attendance and work completed.
15. Complete necessary paper work for production purposes such as inventory tags and order forms.
16. Comply with other work related duties as directed by the Production Manager or Production Coordinator.
17. Monitor equipment, supplies, and materials, advising manager or maintenance of needs.
18. Report any safety issues immediately to manager.

<b>PHYSICAL/ENVIRONMENTAL DEMANDS</b>	<b>DESCRIPTION</b>
Movement/Traverse/Strength	Must be able to move about OSI facilities. Positions self to maintain safe work environment and promote good work flow. Removes, replaces, positions, and transfers work materials up to 30 lbs. Ascends and descends stairs.
Observation/Identification/Assessment	This position requires ability to observe, identify, and assess production activities and work quality/quantity. Must be able to observe physical actions and non-verbal gestures.
Communication/Information Exchange	Must be able to communicate with clients, staff, and other personnel effectively on a daily basis. Must be able to express self and exchange information in a clear manner both verbally and in writing.
Operation/Use	Must have ability to use basic computer software, as well as use copier and phone. Must be able to use basic production equipment such as tape gun and pallet jack.
Work Environments	Working hours primarily in production and office environments. Work environment is generally climate controlled.
Exposure	Occasional exposure to chemicals, such as adhesives, or other toxic substances used in the process of production work.

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Signature

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Date