



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Cannery Supervisor
(17015)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Public Works
(24)

Revision Date: March 2005

General Description: This is a seasonal semi-skilled position. The incumbent performs complex technical and supervisory tasks to manage daily operations of the county's cannery.

Organization: The Cannery Supervisor reports to a manager in Public Works and supervises the Cannery Floor Manager.

Essential Functions:

- Supervises employees, performing related human resource functions and completes necessary paperwork.
- Oversees the operation of cannery.
- Ensures compliance with Food and Drug Administration (FDA) guidelines.
- Oversees equipment repair and maintenance.
- Responds to inquiries from citizens and staff.
- Serves as liaison between the Cannery and its Advisory Board.

Working Conditions:

- A. Hazards
 - Equipment – Boilers and Steam pressure
- B. Environment
 - Routine exposure to dampness, noise, and heat (up to 113°)
- C. Physical Effort
 - Routine lifting of objects over 25 pounds
 - Significant standing and walking on cement floors
- D. Non-Exempt

Knowledge, Skills and Abilities: Knowledge of purchasing, simple accounting procedures and cannery regulations preferred. Mechanical ability desired. Knowledge of boilers and steam equipment, preferred.

Education, Experience and Training: High school diploma or equivalent required. College level coursework and/or Federal Drug Administration certification preferred. Must have related experience, including supervision.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule