



Operations Supervisor
Operations Department
(Tagawa Picadilly- Brighton)

Position	Operations Supervisor – Picadilly Facility
Status	Full-Time Year Round (hourly) - \$19-\$21/hr Based on Experience
Schedule	Full-Time year round Hours fluctuate based on time of year, averaging about 40 per week.
Reports To	Facilities Manager

Job Description:

Tagawa Greenhouse Enterprises LLC is a producer of young plants/plugs and retail ready flowers and plant material for greenhouses nationwide and retailers around the Colorado region. Operations Supervisors work within one of our wholesale facilities where we sow, germinate, and cultivate young plants. You will work within one or more different processes and oversee teams of between 5 and 50 employees to assure a quality product is produced for our customers. Make decisions on a daily basis within their functional areas, and report directly to the Operations Manager. It is expected to maintain positive and professional relations with other staff at the Golden facilities, as well as staff from administrative teams or other facilities. This requires the ability to communicate, provide strategic input to decisions affecting multiple departments, and help make changes within a functional area to improve metrics and product flow within the greenhouse.

During the facility's peak season (January through September) based on orders and greenhouse demands, you are responsible for the completion of greenhouse projects and are required to manage teams within different areas 6-7 days a week between 8 and 12 hours a day.

An ideal candidate would have previous supervisory or management experience and have a larger understanding of how their processes relate to other teams. A supervisor would be able to organize their teams efficiently and motivate them through a positive work environment. Bilingual (English/Spanish) skills are preferred but not required. Experience in Lean is preferred; all operations supervisors must complete the TGE Intro to Lean Training Course and pass a final exam.

Essential Functions/Duties:

- Manage seasonal and full-time employees within the operations department and perform all management functions including but not limited to: interviewing, training, scheduling, giving evaluations, counseling or disciplinary actions, documenting employee performance/correspondence, conducting meetings, and lay/offers or terminations.
 - All supervisors within the Operations Department are required to arrive 15 minutes before their employees.
 - Supervisors are required to organize work orders and prioritize tasks to maintain productivity on schedule.

Tagawa Greenhouse Enterprises LLC (dba. InColor) is an Equal Opportunity Employer (EOE) complying with state and local laws governing nondiscrimination in employment and providing equal employment opportunities without regard to age, race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ethnicity, age, disability, genetic information, racial status, or any other status protected by law or regulation. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, discharge, termination, layoff, recall, transfers, compensation, benefits, and training.

- Lead teams by example and improve morale through positive and professional interactions with both team members, coworkers, and other departments.
- **Metrics.** Are responsible for taking, monitoring, and communicating metrics/rates about their teams. Supervisors are responsible for hitting the company labor requirements for efficiency improvements.
- Perform walk-thru or quality checks to ensure the quality of trays and planted materials.
- Work with, transplant, monitor, and perform quality checks to varieties of seeds, cuttings, young plants, plugs, trays, annual/perennial plant material, and retail-ready products and flowers.
- Responsible for managing movement of trays on racks within the greenhouse and organizing on benches based on work order or growing specifications.
- Responsible for following work orders, maintaining company labels, and arranging plants in planters based on customer requests.
- Clean and maintain work areas and tools. Focus on the elimination of process waste (MUDA) in order to improve efficiencies.
- Maintain greenhouse equipment provided by the company. Some operations positions that handle machinery are required to complete changeovers and assist with cleaning and troubleshooting to maximize quality.
- Communicate issues within the team or department to Operations Manager and use problem-solving skills to help find adequate solutions.

The individual responsibilities for different supervisors will vary depending on the process of area they oversee. Each Assistant Supervisor is primarily accountable for Employee Supervision, controlling Labor Hours, and the Quality of Work produced within their area/process by them and their staff. Some areas of supervision include Sticking Lines, Jimmi Tag Processing, Chamber, Inventory/Quality Control, Planting/Planting Lines, Plant Maintenance, Transplanting/Blow Out, Range Operations, Movement, and Shipping.

In addition to the above responsibilities, will be required to assist with various projects and coordinate their team to assist other departments within the greenhouse as needed. At times, it would be expected to assist with greenhouse labor as instructed by the Operations Manager.

- Must be 18 years or older and eligible to work in the United States
- Must have written or verbal skills in either English or Spanish. (Bilingualism preferred but not required.)
- Requires the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public while maintaining appropriate confidentiality.
- Must maintain a positive and professional work atmosphere by acting and communicating to clients, employees, managers, co-workers, and Greenhouse staff in a respectful manner.
- Must have at least 2 years work history or related education or experience in greenhouse work, horticulture, production, or manufacturing.

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- Must be able to work in all Greenhouse conditions including wet, humid, dusty, dirty, and extreme hot/cold temperatures.
- Must be able to regularly lift and/or move up to 25 pounds, frequently push/pull racks on wheels, and occasionally move benches or product of up to 50 pounds.

To Apply visit the HR Department at our Main office at 17999 County Rd 4 Brighton Co. 80603 or apply directly at <https://recruiting.paylocity.com/recruiting/jobs/Details/1293702/Tagawa-Greenhouse-Enterprises-LLC/Operations-Supervisor-Picadilly-Facility>

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