

Food and Beverage Processing Supervisor

Bothwell Cheese Inc.

Job ID
51021

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LOCATION	DATE POSTED	EXPIRY DATE	
6451 Portsmouth Road, Nanaimo, BC British Columbia	07-08-2026	03-02-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$27.06	3 years to less than 5 years	Secondary (high) school graduation certificate

Job Details

Business Name: Bothwell Cheese Inc.

Title: Food and Beverage Processing Supervisor

Number of Available Positions: 1

Terms of Employment: Permanent, Full-Time (30-40 hrs/week)

Hourly Wage: \$27.06 per hour plus \$1,000 annual bonus

Benefit: Disability Insurance, Dental Insurance, Employer-provided Pension, Extended Medical Insurance

Language of work: English

Work Location: Nanaimo, BC

Company Profile:

Paradise Island Foods Inc is a food production company based out of Nanaimo, British Columbia, Canada. Since 1978 Paradise Island Cheese prides itself in providing all natural and organic cheese varieties, as well as an extensive line of bakery, foodservice and industrial cheese varieties. In the facility we now run 3 production lines that cut, slice, shred and package natural cheeses and manufacture cheese alternatives/processed cheese.

Job Overview:

We are seeking a dependable and experienced Food and Beverage Processing Supervisor to join our production team. The successful candidate will play a key role in overseeing daily food processing operations, supporting efficient production workflows, and ensuring that products meet company standards for quality, safety, and efficiency. This position requires strong leadership skills, the ability to manage production activities effectively, and a commitment to maintaining a safe, organized, and productive work environment.

Job Description

The key responsibilities and duties of the Food and Beverage Processing Supervisor position in our company are listed below:

- Supervise and coordinate daily activities of food and beverage processing employees to ensure efficient and consistent production operations.
- Organize production workflows, assign tasks, and support the achievement of production targets and operational goals.

- Coordinate with other departments to ensure smooth communication, effective scheduling, and timely completion of production requirements.
- Monitor production processes and identify opportunities to improve efficiency, reduce waste, and maintain product quality standards.
- Address operational issues, provide guidance to employees, and recommend solutions to improve workflow and productivity.
- Ensure employees follow company procedures, food safety requirements, and workplace health and safety practices.
- Train, coach, and support team members on job responsibilities, equipment operation, safety procedures, and company policies.
- Monitor inventory levels of ingredients, packaging materials, and production supplies; coordinate replenishment when required.
- Provide input on staffing needs, employee performance, and personnel-related decisions, including hiring and advancement recommendations.
- Maintain accurate production records, complete reports, and communicate operational updates to management.
- Promote a safe, clean, and organized production environment while supporting continuous improvement initiatives.

Employment Requirements:

- Completion of secondary school.
- Minimum of three years of experience in the food and beverage processing industry, with experience in production or a supervisory role.
- Knowledge of food processing operations, production procedures, and food safety practices.
- Post-secondary education in food science, microbiology, chemistry, or a related field is an asset.
- Experience with food safety programs, quality control procedures, or HACCP principles is considered an asset.
- Strong understanding of workplace health and safety standards and food processing regulations.

Personal Suitability:

- Leadership and team supervision skills.
- Effective communication and interpersonal abilities.
- Strong organization and time management.
- Problem-solving and decision-making skills.
- Attention to detail and commitment to quality standards.
- Ability to adapt to changing production priorities.
- Reliability and accountability.

Contact information/how to apply:

Email resume to: Bothwellcheesejobs@outlook.com

As an equal opportunity employer, we encourage applications from all qualified individuals and specifically applicants from traditionally underrepresented groups – including Indigenous persons, vulnerable youth, newcomers, and persons with disabilities – who may contribute to the continued diversification of our organization.