

<b>Job Title:</b>	Team Leader
<b>Reports to:</b>	Manufacturing Manager
<b>Responsible for:</b>	Responsible for production over designated area. Accounting for all stock movements between production and warehouse and producing all orders on time in full.

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## **Primary Duties and Responsibilities**

### **Key Tasks**

1. Supervise production line operations over several lines and co-ordinate Line Leaders in accordance with company policies and procedures
2. Train and coach Line Leader and General Operatives
3. Co-ordinate production start-ups, shutdowns and changeovers
4. Conduct team meetings where necessary
5. Liaison with quality control; make adjustments as necessary during shift to produce product within specifications.
6. Create, amend and operate within Standards
7. Ensure a clean and safe working area over all lines in area
8. Ensure all KPI are met and reported over all lines in area
9. Complete shift paper work or delegate as necessary
10. Assist in production as necessary
11. Count stock as required by schedule/instruction
12. Together with Line Leaders suggest means of improving departmental performance
13. Duputise in the absence of the Manufacturing Supervisor
14. Attend Company Stock Take as required

### **Health and Safety**

- Maintain clean and hygienic workplace
- Pallets stacked and handled in safe manner according to procedures
- Only trained personnel to operate powered handling equipment
- Keep gangways/pedestrian access free
- Ensure stacking is orderly
- To take reasonable care for the Health & Safety of him/herself and of other persons who may be affected by his/her acts or omissions
- Regarding any duty or requirement imposed on his/her employer or on any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

### **Quality**

- Carry out all procedures correctly as laid down within the Company Quality Systems and with regard to relevant Health and Safety Procedures.
- Liaising, monitoring and managing quality and food safety systems
- Carry out all work to standards laid down by suppliers, customers and management with full regard to the needs of GMP, product quality, safety and legality
- Checks on all aspects of packaging, codes, labels, etc
- Segregation of allergens, and other material as highlighted by management
- Keep all food items covered/boxed
- Operate a right first time approach to all work with regard to the documented and defined quality aspects of the business

### **Flexibility**

- Can work elsewhere in factory
- Flexible approach to working hours/overtime

### **Hygiene**

- Ensure correct personal presentation and adherence to Company Code of Hygiene
- Maintains department in line with cleaning schedule and records as required

### **KPIs**

- Meet Performance Review Objectives
- Deliver Production Plan to Budget
- Adhere to Quality Management System
- HSE – adhere to performance targets for Production Staff

### **Key Skills**

- Experience of Food Production/Pack-fill
- Strong problem solving skills (containment & counter-measure)
- Communication, influencing, negotiating and assertiveness
- Decision making, sound business judgement
- Demonstrate Lean Manufacturing experience
- Experience of Quality management/delivering Customer requirements

### **Key Attributes**

- |  |                                       |
|--|---------------------------------------|
| ➤ Physically able to cope with manual aspects of role                  | ➤ Decision making                     |
| ➤ Ability to communicate, verbal and written, with all levels of staff | ➤ Numerate                            |
| ➤ Eye for details  | ➤ Consideration for others            |
| ➤ Able to multi-task   | ➤ Conscientious                       |
| ➤ Ability to encourage and develop staff                               | ➤ Health & Safety awareness for teams |
| ➤ Thinking ahead   | ➤ Work unsupervised                   |
|  | ➤ Reliable                            |