

Production Line Leader Job Description

Report to

Production Senior Line Leader / Production Section Controller

Responsible for

Production Operatives including Agency staff

Location

Evesham

Main Purpose of the role

To ensure your team are focussed on producing product that meets cost, quality and time.

Requirements

Production:

- Understand your line and know your team members.
- Ability to setup line and fulfil job with minimal disruption.
- Raw material ordering – No raw material to be stationary on line for over 20mins.
- Manage and allocate colleagues to effectively perform against target.
- Job completion in a timely manner.
- Packaging ordering – No multiple sets of packaging on the line, use only what you are processing.
- Track current performance against target performance.
- Paperwork completion – In accordance with the job and time frames.

Quality and Health & Safety:

- Ensure service level agreement and quality standards are adhered to at all times.
- Monitor waste streams in line with business goals.
- Ensure you team follows H&S policies and procedures.

Continuous Improvement:

- Ensure your line adheres to 5S (make your area neat and tidy).
- Report reoccurring issues to Production Senior Leader and Section Controller.
- Support Section Controller and Senior Line Leader in CI activities.

Other:

- Provide support to line operators and be focal point for their concerns and report to Senior Line Leader/Section Controller.
- To deputise for colleagues and immediate line manager in areas where trained and considered competent, in their absence.
- Any other reasonable duties to meet the needs of the business.

Results:

- Line to achieve conformance to plan target.
- Line to achieve Right First Time quality target.
- Line to achieve zero lost time accident target.

Desirable Skills and Attributes:

Physically fit and prepared to work in a chilled environment.

Basic Food Hygiene, manual handling certifications are advantageous and health and safety knowledge is desirable.

Demonstrate good inter-personal communication, delegation, motivation and briefing skills to perform this role. Be a competent team player and be prepared to work with a range of employees from different countries and cultures.

To be personable, reliable, confident and self-motivated, as it is beneficial if employees can work on their own initiative whilst still carrying out instructions accurately.

To be flexible in relation to the role and hours worked in line with the organisation goals and objectives. Therefore the ability to work reasonable additional hours as necessary will be required.

Previous experience in a similar role of supervising people would be desirable, although training will be available.

Produce experience desirable

I have read and understood the contents of my job description and the requirements of my role.

Signed:

Date: