

Production Senior Line Leader Job Description

Report to

Production Section Controller / Shift Manager

Responsible for

Production Line Leaders including Agency staff

Location

Evesham

Main Purpose of the role

To ensure that their team of people is focussed on producing product that meets quality specifications, at the targeted manning and throughput levels in order to minimise cost and in a timely manner to meet customer depot times

Requirements

Production:

- Understand your section and know your team members.
- Ensure line achieves plan on time.
- Ensure the line is running at optimal speeds and with minimal disruption.
- Report all issues of machine breakdowns to Section Controller and Maintenance Engineer.
- Control levels and accuracy of waste and waste recording including Overall Equipment Effectiveness (OEE) and potential downtime, product weights, staff efficiency.
- Plan and prioritise work and ensure maximum use of resources.
- Ensure all paperwork is completed with due diligence.
- Ensure the line is setup as per production requirements.

Quality and Health & Safety

- Manage Health and Safety within your area of responsibility which includes hazard reporting, ensuring safe working practices are adopted. Any issues with H&S are reported to Section Controller/Shift Manager/Production Manager.
- Ensure your line meets quality standards i.e. ensuring right packaging, right labels and right quality product has achieved Right First Time.
- Understand packaging specification for the product.
- Know your sort level and challenge Product Managers and other members of team to achieve quality product.
- Carry out random product checks on pallets to ensure quality is maintained.
- Monitor product weights as per standards and ensure scales are accurate.

- Give input (Performance, Quality and H&S) to Section Controller on line performance for SIC meetings.

Continuous Improvement:

- Keep track of machine down times, should repetitive failures occur complete form 5W1H.
- Carry out problem solving issues along with Section Controller.
- Ensure line adheres to 5S standard at all times (make your area neat and tidy)
- Participate in CI projects along with Section Controller and drive your line improvements forward.

Other:

- Provide support to Line Leaders, be a focal point for concerns raised and report to management for solutions.
- Communicate appropriately to the team at all levels.
- Support Section Controller and identify and provide on the job training to your team.
- Have 1-2-1 meetings with team members to provide feedback on skill matrix, attitude, leadership, communication and team work.
- Lead by example, demonstrate high standards of behaviour, honesty and integrity.
- To deputise for colleagues and immediate line manager in areas where trained and considered competent, in their absence.

Results:

- Your Line to achieve conformance to plan target
- Your Line to achieve Right First Time quality target
- Your Line to achieve zero lost time accidents 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: