

Line Leader

Reporting to the Production Supervisor and/or Warehouse Supervisor if any problem may arise, when working on the factory floor. Effectively and efficiently perform your daily work tasks to the highest level of hygiene, food safety and health and safety standards, meeting all targets and reporting all issues. The role of the Team Leader is to organise, delegate and motivate to the production staff and to ensure that production is carried out as effectively and efficiently as possible.

Job Role & Responsibilities

House Keeping

- Line Leaders must ensure that their line and machine are kept clean, tidy and organised at all times.
- Clean as you go and at the end of production each day a thorough clean of machine and utensils are required.
- Ensure that all waste is segregated and placed in appropriate bins.

Production

- It is required that all production is completed accurately and efficiently.
- To ensure that all paperwork is completed to meet company requirements and that relevant systems are maintained, including, Traceability, Health and Safety, Good Manufacturing Practices, ERP.
- As a team leader, you will have responsibility for ensuring that all resources, i.e. labour, fresh produce, and equipment are fully utilised to best meet the requirements of the department.
- Communicate any issues regarding team performance to management
- Communicate with your team on an ongoing basis (information on orders, labelling, packing, quality etc.) and provide necessary feedback to your team to ensure the line runs at optimum efficiency
- Ensure all products are manufactured to company specifications and that all product quality issues are reported.
- Track and monitor wastage and production volumes.
- Identify improvements for the line, environment, health, safety, quality and team performance, and you will be responsible for taking these improvements to your department manager.
- Regularly monitor and promote service excellence
- Ensure that all work is carried out on the production lines in accordance with company policies and rules with regard to safety, hygiene and quality.
- Work with your Production Supervisors to refine and develop better processes
- Attend Team Leader Meetings on a regular basis

Skills, Experience & Qualifications Required

- Minimum of 2 years' experience in a production environment is essential
- Experience using ERP Systems/Prophet is an advantage
- Strong communication skills
- An excellent attitude

- Experience operating forklifts/pallet trucks in compliance with Health & Safety Regulations
- Highly motivated & energetic on a daily basis