



## Job Description

<b>Job Title</b>	<b>Team Leader</b>
<b>Reporting To</b>	<b>Area Manager</b>
<b>Immediate Subordinates</b>	<b>Production Operatives</b>

### **JOB PURPOSE:**

Manage a team of people and any equipment associated with their area  
Maintain a safe working environment for themselves and their team  
Ensure the safety of any product they produce in their area  
Ensure all their team are trained and competent in their roles  
Maintain customer order delivery at 100% to both internal and external customers  
Constantly challenge the ways things are done to show improvements in cost.

### **KEY RESPONSIBILITIES:**

#### **1. Key responsibilities**

- Regular safety audits
- Maintain excellent GMP score
- Attendance of daily taste panel
- Attainment to plan
- Maintenance and improvement of efficiencies associated in their area
- Manage the team within the area
- Reporting key KPI's and data to the Area Manager

#### **2. Key Focus Areas**

- Safe working environment
- Excellent food safety
- Maintenance of team (training and core numbers)
- Attainment to Plan
- Reduction in cost

*NB: The job description outlines the main duties of this position and is designed for the benefit of both the post holder and the company in understanding the prime functions of the post. It should not be regarded as exhaustive, as there may be other duties and requirements associated with the role.*

### **QUALIFICATIONS/EXPERIENCE:**

The candidate must demonstrate the following skills:

- Experience of working within a food manufacturing environment
- Knowledge of business/area KPI's and targets
- Experience of working as a stand in team leader.

### **SKILLS/ATTRIBUTES:**

- Positive attitude
- Mechanical awareness (in some roles)
- Capable of some data analysis
- Able to lead a team of people
- Good Maths / English skills

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