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| **Role:** Team Leader | | **Location:** Scunthorpe UKP | | **Grade:** 5 |
| **Department:** Cutting | | **Line Manager: FLM** | | **Direct Reports:** Yes |
| **Job Purpose:** To supervise the daily running of the Specialist Cutting production operations including all employees and equipment allocated within it, whilst maximising labour resources in a manner that retains the quality of the product and production operations. Must ensure all lines are set up and ready at the beginning of each shift. To follow procedures and required practices to ensure that we produce products of the highest quality, food safety and food integrity. | | | | |
| **Facts and Figures:** Personal accountability for between 15-20 colleagues taking full responsibility for managing all aspects of conduct, absence and performance.  Achieve specific Shift / Area KPI’s as detailed within accountabilities below | | | | |
| **Accountabilities** | **Behaviours** | | **Knowledge, skills, experience** | |
| * To monitor and complete all of the following relevant documentation efficiently and appropriately * Staff allocation/rotation sheets * Materials usage sheets * Customers order sheets * Efficiency sheets * Any other necessary documentation * Train colleagues within your department. Meaning you will be responsible to ensure they are taught how to correctly carry out the tasks they will face in a regular working day following the Standard Operating Procedures (SOP) * When carrying out training ensure all SOPs and signoffs are on iAuditor. * To supervise the safe working and well-being of all employees deployed within the Specialist Cutting operations. * A Team leader is accountable for ensuring their team are equipped with the correct safety equipment (PPE) for the appropriate task and ensure it is used as per training requirements. * To supervise the efficient running of production. * To meet orders in the given time, team leaders will receive orders from their FLM and will need to be able to act on them promptly. * Monitor and maintain minimal product and material wastage. In order to avoid as much loss as possible, a certain level of product efficiency should be employed, when possible, to retain a good level of waste control. * Enforce adherence to the strict housekeeping and hygiene standards expected by the company and its customers. When working within food production it is a basic expectation that hygiene standards are met using the facilities and equipment available. * Anything else relevant to the Team Leader role.   **Specific KPI’s by area where applicable:**   * Health and safety – accident frequency rate riddor * Good Manufacturing practices * Birds Hung per Hour * Cone lines Speed correct and full * Wishbone per Hour * Breast Yield per shift * Floor waste * Establishment & Man Hour * Packs per Hour V Target * Giveaway * Cat 3 and B Grade Weights * Labor per packs * Packs per Hour V Target * Cat 3 and B grade weights * Shoulder / Trim per Hour and % * Packs per Hour V weight Targets * Anything else required to complete your role successfully. | **Accountability**   * It’s taking responsibility; carrying the burden; being answerable; knowing the onus is on you; accepting the duty; agreeing it’s your task; showing integrity; being conscientious.   **Discipline**   * It’s showing control; making preparations; following best practice; having direction; being methodical; taking time to plan; complying with regulations.   **Agility**   * It’s being responsive; working at speed; bringing energy; being decisive; making the right call; delegating to others; collaborating when needed   **Respect**   * It’s showing appreciation; treating with dignity; having courtesy; listening to other views; giving credit to others.   **Transparency**   * It’s being very clear; being truthful; being straightforward; being trustworthy; showing sincerity; sharing thoughts and plans | | * Leadership and people skills, necessary for being in charge of a large group of people * Site, Company and product knowledge in order to help tutor and coach the operatives within your team when necessary * Excellent communication and people skills * Experience of working in a Manufacturing,   Warehousing / Distribution environment   * Self-motivated and highly resilient. * Quality conscious, must be able to maintain a great quality standard. * IOSH Managing Safety | |

I have read and understand my roles and responsibilities as detailed within this job description.

Name & Signature

Date