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| --- | --- | --- |
| **Role:** Team Leader | **Location:** Wholebird | **Grade:** weekly pay |
| **Department:** Wholebird | **Line Manager: FLM** | **Direct Reports:** Yes |
| **Job Purpose:** To supervise the daily running of the Wholebird 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 produce and pack poultry products for the retail and catering industries as per assigned department. To produce and pack poultry products for the retail and catering industries as per assigned department.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 accountability for managing all aspects of conduct, absence and performanceAchieve 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
* H&S Documentation
* Any other necessary documentation
* As a Team Leader, you will be required to overlook and supervise the training of the employees 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 in the most effective way possible in order to meet the working standard expected from our operatives.
* To supervise the safe working and well-being of all employees deployed within the Wholebird operation. A Team leader is accountable for ensuring their team are equipped with the right safety equipment (PPE) for the appropriate task and ensure it is used as per training requirements.
* To supervise the efficient running of the production. Production targets are set in place and it is vital that these targets are achieved to meet the planned production throughput.
* Manage break times effectively to ensure minimum disruption to your daily targets.
* To meet orders in the given time, team leaders will receive orders on the FOPS system via the site Planning Function and will need to be able to act on them promptly to ensure delivery in spec, in full and on time.
* 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.
* Allergen controls must be maintained at all times where applicable.
* The correct quality standards should be adhered to at all times and where complaints or rejections occur then a full investigation is required by the relevant Team Leader.
* Measuring your line performance every hour, displaying to your team how they have performed in the last period and implementing corrective actions where targets have been missed.
* Ensure correct Start-up procedures are followed every day, with the correct checks and paperwork carried out prior to production beginning. Also that the correct standards are in place at the end of the day when either handing over to the next shift or to night hygiene. This includes ensuring all materials are removed from the room and to the correct storage area or waste point and that they are always clearly and correctly identified.
* Anything else required to complete your role successfully.

**Specific KPI’s by area where applicable:*** H&S AFR, Toolkits Completion & PPE
* GMP Scores
* Truss
* Giveaway by Line
* Waste by Line
* Complaints
* Rejections
 | **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
* Food Safety Level 2-3
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I have read and understand my roles and responsibilities as detailed within this job description.

Name……………………………………………………………………………………………………...

Signature…………………………………………………………………………………………………

Date………………………………………………………………………………………………………..