

Role Profile

Job Title: Line Leader
Department: Mbio - Knockaconny
Reports To: Team Lead
Ref: Ref-220 V2 – 13 January 2023

Role Overview

Under the direction of the Facility Management responsible for efficient and hygienic operation of the area and quality of the product & packaging.

Main Duties

- Maintain efficient staffing levels and organisation of operatives on line area to ensure target productivity standards are achieved
- Ensure operatives adhere to health, safety and hygiene standards in accordance with Company rules and regulations
- Ensure operatives have received appropriate training
- Action a 'Clean as You Go' policy at all times keeping the work area clean and tidy in line with Company policy and efficient work practises.
- Ensure that Company procedures and practises in handling Products, packaging and waste material are maintained
- Operate equipment to a satisfactory standard to achieve target productivity standards, at all times ensuring safe working practices are maintained
- Ensure that stock is rotated effectively using the oldest stock first unless authorised to do otherwise by management
- Ensure product is appropriately labelled, and the information on labels is correct and clearly legible
- Ensure product is not subjected to time/temperature abuse or any other form of abuse or mishandling
- Responsible for brand and product integrity
- Maintain effective communication with QA, Production Manager and General Operatives
- Ensure the efficient transfer of raw materials from chill to the processing area is achieved and subsequent transfer to despatch
- Ensure that label control and positive release procedures are complied with at all times.
- Ensure product is effectively managed minimising waste and coordinating efficient supply of packaging to the packing line

- Commence work each morning approximately 15 minutes before official start time ensuring that line is ready to operate at full production rate immediately team report for work
- Ensure product waste is minimised by effectively managing the team and setting up equipment to work at optimum machine settings
- Switch off equipment as appropriate at meal breaks
- On completion of production ensure that production area is left clean and tidy, all products are removed to the correct storage area and equipment is cleaned and switched off
- Other associated duties including completion and inputting of any productivity measurement data or other management information processes
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations.

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Have a flexible approach to work
- Be capable of handling multiple priorities in a fast-paced environment
- Strong team player
- Be conscientious with strong attention to detail

Experience and Qualifications

- Proficient level of English
- Previous factory/warehouse experience is an advantage but not a requirement

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____