**Vacancy:** Ready Meals Team Leader

**Vacancy Reference:** 12802

**Salary Range:**

**Number of Vacancies:** 1

**Location:** Erith

**Job Description:**

Vacancy number: 12802

 Job Title: Ready Meals Team Leader

 Salary: £27,504 per year

 Hours: 4 nights on 4 nights off (7pm-7am)

 Location: Erith

 Closing Date: 14/01/2021

 Closing Time: 12pm

 Application method: Please call send your CV to recruitment@lecb.ac.uk

 Job Title:

 Ready Meals Team Leader in Erith

 Hours & Salary

 Team Leader role will work 4 nights on 4 nights off (7pm to 7am), salary is £27,504.per year

 Reports To (Job Title):

 (as agreed)

 Job Purpose

 The team leader will organise and coordinate their team effectively, ensuring that labour resource matches demand. They will work closely with other colleagues to ensure that sufficient product is produced in line with the daily production plans. They will ensure that resource targets are met in relation to both labour and the use of materials.

 Key Areas of Responsibility

 Technical compliance: ensure that all product is produced to standard; having good product knowledge that is always up to date; adhering to all QA guidelines; ensuring efficient line speeds; ensuring that all equipment is in safe and efficient working order

 Health and Safety: To work safely in accordance with site and departmental procedures, observing the requirements of the Health and Safety at Work Act, the Food Safety Act 1990.

 Ensuring effective communication with key stakeholders: team members / line managers / support functions

 Food safety: Ensuring that high standards of food safety, quality, & legality are maintained at all times

 Team: Ensuring that the right people are in the right place at the right time; maintaining legal training completion targets; effectively communicating changes / updates to the team; ensuring team member performance is to the required standard at all times; managing any disciplinary / grievance issues effectively

 To ensure company standards are maintained through laid down procedures and specifications.

 To maintain good manufacturing practice

 Practice good housekeeping rules and keep their area clean and tidy and free of debris to avoid slips, trips and falls

 Effective administration – ensuring that relevant paperwork is accurate

 Key Attributes / Skills / Experience

 Act as a role model for the Company – motivating others to do a great job

 Great communicator, ensuring that their people get the right message at the right time

 Experience of working on the line; knowledge of the machinery and manufacturing practice

 Good computer skills, basic knowledge of excel / word / relevant factory systems

 Focused on continuous improvement, always seeking better ways to do things

 Quality-minded, continuous monitoring of the department’s production

 Works well as part of a team, in particular, with other managers on opposite shifts.

 Keeps up to date with factory performance and is keen to understand how to improve

 Is flexible, able to change their approach to changing demands and work to tight deadlines

 IF INTERESTED IN THIS POSITION PLEASE SEND YOUR CV TO recruitment@lecb.ac.uk

 CLOSING DATE 14/01/2021 at 12pm

**Closing Date:** 14th January 2021