



## JOB DESCRIPTION

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|----------------|----------------------|
| Position Title | Production Team Lead |
| Department     | Production           |
| Location/Site  | Grand Bend, Ontario  |

### **OBJECTIVE**

Reporting to the Production Manager, the Production Team Lead is responsible for the coordination of production employees on the production lines as well as monitoring product flow and line operations.

### **QUALIFICATIONS**

#### Education:

- High School Diploma or Equivalent

#### Experience & Skills:

- Minimum 1-3 years production lead experience, food industry an asset
- Knowledge of Good Manufacturing Practices (GMPs)
- Packing line experience using simple packing equipment, interfaces and scales
- Strong computer skills an asset
- Strong communication skills
- Team player with a “hands-on” approach to leadership
- Attention to detail and ability to problem solve
- Ability to multi-task
- Ability to lift up to 50lbs repetitively and stand on feet for majority of the working day
- Flexibility and willingness to work overtime as required, which may include some evenings and weekends

### **PRINCIPAL RESPONSIBILITIES**

1. Set-up, monitor and assign team members to designated production lines.
2. Ensure daily tasks are accomplished, follow-up, investigate and resolve any issues that may arise.
3. Ensure packaging equipment and product is following a continuous process flow.
4. Computer administrative tasks such as creating tags for inventory management using re-pack module in Famous as required.
5. Ensure compliance with all provincial acts and regulations pertaining to health and safety, food safety, as well as EarthFresh company policies and procedures.
6. Providing assistance to and performing other duties as required by the Production Manager.