

**Job Title:** Line Leader  
**Reporting to:** Production Manager  
**Direct Reports:** Variable  
**Hours:** guaranteed minimum of 35 hours 15th May – 14th October, guaranteed minimum of 45 hours per week 15th October-14th May. 5 days per week to include one day at the weekend, variable working patterns available, will be discussed on the interview stage.  
**Location:** Orchard Farm, School Road, Salford Priors

**Job Purpose:** To ensure efficient daily packing of produce on nominated line.

**Main duties and responsibilities:**

- To supervise and train direct reports in accordance with the ASF values, policies and procedures.
- To ensure all produce is packed accurately in punnets, crates and pallets to customer specification.
- To ensure all packed produce meets quality, label and packaging requirements.
- To ensure that lines are cleaned regularly and closed down properly at the end of each shift.
- To ensure that all operating issues are reported in a timely manner to maintenance.
- To ensure all line personnel are appropriately trained.
- To ensure all line personnel adhere to food hygiene and health and safety policies and procedures.
- To complete relevant documentation accurately and in a timely manner.
- To work collaboratively with internal stakeholders
- To attend relevant meetings and cascade information to teams as appropriate.
- To undertake any other duty commensurate with the role



## Person Specification

	Essential	Desirable	Assessed
<b>Education/Qualifications</b>			
Minimum GCSE grade A- C or equivalent in maths and English.		X	Application
<b>Experience</b>			
Proven pack house production experience	X		Application/Interview
Experience in management of workplace health and safety		X	Application/Interview
Proven supervisory experience		X	Application/Interview
<b>Skills</b>			
Effective verbal and written communication skills	X		Application/Interview/Test
Ability to develop and maintain effective internal and external stakeholder relationships.	X		Application/Interview
Attention to detail and accuracy	X		Application/Interview
Ability to prioritise own and others' workload	X		Application/Test
Ability to use initiative and work as part of a team	X		Application/Interview
Ability to embed and live ASF Values	X		Application/Interview



## **Angus Soft Fruits Company Values and Behaviours**

### **Integrity – we do the right thing; we meet industry standards**

- Demonstrates an honest, ethical and authentic approach
- Honours agreements and so forms reliable, long term relationships
- Remains polite, courteous and respectful at all times
- Gives and receives objective, constructive feedback
- Trusts the team to deliver results
- Has an open and honest conversation to improve performance when necessary

### **Exceed – we over deliver**

- Sets clear SMART targets and priorities
- Explores opportunities to exploit ASF points of difference
- Ensures colleagues have personal development plans
- Works with customers and colleagues to solve challenges
- Takes a positive approach and focuses on being the best

### **Efficient – as experts we continuously seek to improve our supply chain processes and costs**

- Is organised and does the right thing at the right time
- Communicates clearly and concisely
- Looks to simplify work and make things more efficient
- Keeps commitments made to colleagues and customers
- Avoids unnecessary waste and costs to improve profitability
- Prepares well for meetings, manages the agenda and follows up on actions

### **Innovate – we develop new varieties and other creative approaches**

- Encourages new ideas
- Challenges the status quo
- Understands our market place; customers and consumers
- Encourages people to take a wider view eg by shadowing colleagues in other parts of the business
- Is brave to try new ways of working
- Finds ways to promote the products as part of a healthy lifestyle

### **Collaborate – we work closely with colleagues, customers and suppliers to build long term relationships**

- Treats people like people rather than costs
- Builds meaningful, supportive relationships
- Ensures everyone has clear roles and responsibilities
- Listens and uses appropriate words and body language
- Is positive, motivational and enthusiastic; a good role model
- Presents solutions to problems and challenges
- Works together as One Team to achieve results
- Praises and celebrates successes

