

**Job Title:** Team Leader  
**Reporting to:** Production Supervisor  
**Direct Reports:** Online Operatives x11 +Machine Operator/Grader Operator x 1  
**Hours:** Guaranteed minimum of 32 hours over 4 days  
**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 manage direct reports in accordance with the ASF values, policies and procedures.
- 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 be accountable for effective running of all production lines including Pro Seal, BBC Blueberry Grader, Unitec Grader and the Robots
- 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 conduct Quality checks
- To complete digital work order.
- To achieve KPIs
- To ensure that lines are cleaned regularly and closed down properly at the end of each shift or when not in used.
- To ensure that all operating issues are reported in a timely manner to maintenance.
- 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
- To support training for new line leaders
- To support Production Shift Managers and Production Supervisors with recruitment when required
- To proactively participate in the individual performance management process, achieving SMART targets and continuous personal developments.
- To fully participate in the development and achievement of the Packhouse Vision



## 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 in English	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

.....  
Employee name

.....  
Employee Signature

.....  
Date



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

### **With Integrity - we do what we say we will**

- We are respectful and understanding of others, always
- We treat people like people and look to help each other
- We honour agreements and develop long term trusting relationships
- We are patient, tolerant and show gratitude to others
- We do the right thing for ourselves and others

### **Excelling - we always aim high**

- We seek to raise the bar in our industry in everything that we do
- We are positive, proactive & fun with ambition and drive
- We set clear targets & we aim to exceed them and even if we don't, we will next time
- We are learners, we develop & inspire our colleagues

### **With Efficiency - we keep it simple**

- We are organised and structured in the way that we work
- We work smarter not harder
- We communicate clearly and concisely
- We get it right first time, everytime
- We avoid unnecessary waste

### **Innovating - we challenge the status quo**

- We are adventurous
- We are brave in trying new ways of working
- We are passionate in the development of new varieties and products
- We lead in the development of new technology

### **Collaborating - together we go further**

- We work together as ONE TEAM to deliver outstanding results
- We actively listen to each other & engage in positive & challenging debate

### **With Curiosity - we dig deeper**

- We explore new opportunities & approaches
- We look at things from other points of view
- We are open minded
- We use creative solutions
- We are eager to learn

