



JOB DESCRIPTION

Role Title: Packing Centre Team Leader

Location: Nr Tregony, Cornwall

Type: Approx. 40 hours a week worked flexibly and including Bank Holidays

Pay – Salaried starting £19k p.a

Holiday 28 days pa.

Role Summary:

To actively lead a team of up to 10 staff in the daily operations of the Egg Packing Centre with the support of the Packing Centre Manager.

This is a fast paced environment where forward thinking and planning is key.

Lead staff through packaging preparation and materials through the system to finished orders on time for dispatch.

To ensure that there is a smooth flow of ungraded eggs through the system via the egg database system for traceability also that finished stock units are skilfully maximised.

Ensure staff training meets the demands of the process flow.

Manage daily document data, records/traceability incoming and outgoing eggs through Egg Base software to audit standards.

Maintain staff and environment hygiene standards including QC checks where required..

Main Responsibilities:

- Quality check eggs before going on to the lines
- Input incoming egg tickets/dockets into Eggbase software
- Maintain accurate stock rotation
- Staff planning and rotas
- Deputise for Packing Centre Manager
- Prepare lines ahead of packing based on order profile
- Ensure Raw material is available pre packing
- Manage date codes on products
- Update the order boards for staff to follow based on customer order priority
- Organise labour for daily tasks
- Monitor machines consumables levels (ink/paper/labels etc.)
- Manage a 'clean as you go' policy at ALL times
- Follow daily packing plans
- Communicate with the rest of the business regarding any issues in a timely manner
- Oversee the daily clean down of areas
- Ensure site is ready for following days packing ahead of time



Key Objectives/Measurable:

- Data information accuracy
- Hygiene controls
- Date accuracy
- Time management
- Service levels maintained.

Skills/ Experience: Previous experience in team leadership essential.

- Numeracy skills with focus on attention to detail.
- Reliable and flexible
- Work well under pressure
- Good communication & leadership skills
- Develop a working knowledge of Lion Egg Code of Practice,

Note: As a 7 day working operation we require employees to be flexible in their hours/days of work when requested by the business to support the operation. This will always be notified as far ahead as possible but occasionally will be short notice.