



# Production Line Leader

We know our onions, and many other vegetables too! Established in 1987, we're the UK's largest ingredients-focussed, prepared fresh produce business – preparing over 35,000 tonnes of veg each year for food service and food manufacturing customers.

Based in the farming heartland of Bedfordshire, just 40 miles from London, we take the hard work out of veg preparation for you – peeling, slicing, dicing, chipping (we could go on) exactly how you want it.

We also produce a variety of vegetable mixes, pastes, and purées, such as garlic, ginger and chilli.

Our veg comes to us straight from the fields of farmers we know and trust all over the UK.

We have a dedicated office in southern Spain and source globally to ensure we have a robust supply chain and year-round supply of the best ingredients.

We're proud to be part of the William Jackson Food Group, a dedicated family-owned food business which started in 1851. Our sister businesses are Wellocks, Abel & Cole, Jacksons Bakery and Belazu. Family values and the commitment which comes with such a long-standing business are rooted in our culture here at MyFresh.

**FUNCTION:** Production

**DEPARTMENT:** Production

**RESPONSIBLE TO:** Production Area Leader

**DIRECT REPORTS:** Production Team Members

**PRIMARY PURPOSE:** You will contribute to the achievement of the line objectives by being accountable for the delivery of Health and Safety and Operational Excellence for the line whilst motivating, managing and developing your team. You will be accountable for and responsible for monitoring operational KPIs using information to identify improvements for operational performance. The Production Team Leader will also act as a front line extension of the Production Area Leaders authority and will deputise for the Production Area Leader as and when required.

Your role will be responsible for the day to day functioning of the Production team and really bringing the best out of your team.. You will be highly motivated, hands on, forward thinking, passionate and eager to bring on board new ideas, with an inspirational attitude and a genuine desire to succeed. You will enjoy spending your day in the factory, driving and communicating high standards and expectations to the team on your line. You will be an inspirational leader always looking to encourage your team to challenge and improve safety, manufacturing processes, driving product quality and ensuring efficiency in the most cost effective manner. You will support in creating an environment where critical thinking and constructive challenging is the norm. You will be instrumental in developing, encouraging and maintaining a culture of responsibility, ownership, accountability, engagement, high performance, empowerment, teamwork and effective positive communication.

You will be directly responsible for the Team Members on your line. You will be required to deliver Health and Safety targets, Operational Excellence, Production targets, meet and exceed all Technical/Quality specifications/targets and all other agreed KPIs. As a Production Team Leader your priority is to lead and manage your production line, completing customer orders safely, on time and in full, to required quality standards and within budget. You will support the Production Area Leader to optimise profitability in conjunction with short and long-term business strategies, goals and objectives.

## HEALTH AND SAFETY

- Responsibility for the Health and Safety and the duty of care for yourself, colleagues, contractors, public and volunteers to deliver a safe working environment
- Adhere to current H&S legislation and the MyFresh H&S policy

## BUSINESS CHANGE PROCESS

- Play a pivotal role in ensuring adherence to the Business Change Process (BCP)
- Monitor progress with effective and prompt communication when non adherence is seen
- Prevent further activity until approval is granted

## DEVELOP AND DRIVE CHANGE

- Lead by example ensuring you and your team behaviors deliver a program of continuous improvement
- Aid and assist colleagues to work together as a single team with an understanding of where cultural differences exist
- Develop and drive a culture of consistent 'audit readiness' (way of life)
- Deliver an environment where customer, internal and external, requirements are delivered 24/7

## ESSENTIAL SKILLS AND KNOWLEDGE

- Health and Safety focused
- Quality and Customer focused
- Good leadership skills with a persuasive, supportive and inspirational leadership style
- Good communication skills
- Good people skills
- Good literacy and numeracy skills
- Able to motivate others - Energetic and Passionate
- Able to engage, instil trust and respect
- IT Literate
- Maintains very High Standards and effectively communicates these to their team
- Possess good team working skills
- Logical, analytical mindset with good problem solving skills
- Can-do attitude
- Self-motivated and Performance Driven
- Flexible and Open to Change
- Effective planning and organisation skills
- Attention to detail
- Innovative and wants to challenge/improve the current way of working

## DAY TO DAY

- Ensure all Team Members are working safely to standards and practises. Exercise accountability and responsibility through a duty of care for those activities undertaken by Team Members.
- Practice and encourage others to deliver the highest standards of Health and Safety at all times and ensure that all plant and equipment is maintained to these high safety standards. Demonstrate a commitment at all times to employee safety along your line(s).
- Assist the Production Area Leader in driving through a culture change within the Production department with an unwavering focus on Health and Safety and Product Quality. Own a culture of 'zero' injuries on your line(s), ensuring all production Team Members are educated and trained in the fundamentals of Health and Safety.
- Take ownership of a Continuous Improvement World Class Manufacturing program along your line(s).
- Assist the Production Area Leader in regularly reviewing and updating Risk Assessments. Ensure SOPs and SSOW are trained to the Team Members on your line(s).
- Ensure standards for product quality, hygiene, equipment, technical, and operator performance are strictly maintained and adhered to achieve customer satisfaction specifications and achieve optimal service levels within agreed cost budgets.
- Ensure all engineering works are reported swiftly and accurately on the Pirana maintenance system.
- Develop an excellent close working relationship with the Engineering Team Members, the Hygiene Team Leader and the QAs.
- To co-ordinate with all the business functions driving value for the business and the customer.
- Ensure effective positive communication across your team and with other departments. Ensure all Health & Safety concerns, equipment breakdowns, maintenance tasks, quality concerns and potential customer delivery issues are communicated through to the appropriate team in a time sensitive manner.
- Able to drive production through numbers, data and KPIs by focusing on hourly and daily line performance.
- Understand the KPIs for your line(s) and work closely with your Team Members in order to achieve the targets.
- Encourage a Health and Safety and Product Quality priority mindset with active support and encouragement for Team Members to voice their concerns regarding Health and Safety or Product Quality issues.
- Provide leadership, support, direction and assistance to all your Team Members in all areas of their assigned duties. Liaise with the Team Members on operational and personnel issues encouraging an open, respectful, teamwork orientated and honest culture.
- Supervision of all line(s) Team Members during the shift including training, coaching and performance management.
- Ensure professional people management in line with business values, standards and performance management processes, and contribute to high levels of employee engagement.
- Able to be hands-on running equipment on the line as required and be fully conversant with the operations of all assets and be able to support production when required.
- Ownership of and accountable for conducting basic line maintenance and all aspects of product quality.
- Contributes to building and developing multi-skilled high performing teams. Active involvement in the selection and training of production Team Members. Support the Production Area Leader in developing a training plan to engage and empower the team to become multi-skilled across the entire factory.
- Lead or attend allocated line/site tier meetings/briefings. Give feedback to the Team Members via daily briefings.
- Ensure you and your team follow company-wide policies and procedures.
- Assist in maintaining an effective, robust team member equipment/factory care system.
- Ensure all checks and recording systems for work completion (H&S, Quality, Customer, Performance, Maintenance, Delivery, Cost and HR etc.) are correctly checked, completed and compiled with all relevant information clearly and fully recorded and documented.
- Responsible for maintaining the highest standards of housekeeping ensuring self and your team work to Current Good Manufacturing Practices at all times. Meet and surpass all external and internal audit standards.

- Be an ambassador for the company at all times, behaving in a professional and courteous manner with both internal and external customers.
- Any other ad-hoc duties as required.

## Let us tell you some more goodies MyFresh current employees receive:

Here at MyFresh, family is our main priority. We want to ensure that our employees and their family are well looked after so each week we have a company-wide veg sale where employees can buy a big sack of various veg for only £3.

Every colleague at MyFresh has access to a free hot lunch on Mondays, Wednesdays and Fridays – all made fresh on site using surplus veg.

As a WJFG colleague you can have one day off a year to take part in volunteering. This way we can build strong relationships between us, you and our local communities.

Stay fit and healthy and look after the environment for less with our Cycle to Work Scheme that offers discounted bikes and cycling equipment.

Donate through your pay to a charity of your choice. The money is simply deducted through your pay before tax, so for every pound you donate, the 20p that usually goes to tax will go to the charity instead!

Thanks to WJFG's family Employee Benefits Trust, which was set up by our family owners a number of years ago, we have a number of initiatives to help our colleagues.

Here are a few of the relevant things we're keen to flag you...

### Employee support service

Our family Employee Benefits Trust funds a free and confidential Employee Support Service available to all colleagues. The service offers advice on things like financial difficulties, anxiety and depression.

### Showing our appreciation

Every month colleagues from across WJFG are encouraged to share their appreciation for other colleagues in their business. These colleagues will appear on a virtual wall of appreciation and will receive a gift to say thank you.

To apply please send your CV and a cover letter to [hello@myfreshprepared.co.uk](mailto:hello@myfreshprepared.co.uk).

No agency contact please.

