

JOB POSTING

Title/Position: Cookie Team Leader

Department: Cookie Production

Supervisor: Cookie Plant Manager

Hours/Shift: Full Time 2nd / 3rd Shift

JOB SUMMARY:

Lead production line operation in accordance with plant policies and procedures. Ensure smooth production operation during assigned shift.

ESSENTIAL FUNCTIONS:

- Good attendance (as defined by attendance policy)
- Lift up to 50 lbs. on an occasional basis
- Push or pull with up to 50 lbs. of force on an occasional basis
- Any lifting of over 50 lbs. requires a team lift
- Stoop, kneel, climb or squat on an occasional basis
- Use hands to grip, pinch, handle, reach, or feel on a frequent basis
- Stand on a continuous basis and walk on a frequent basis
- Possess manual dexterity
- Able to perform repetitive tasks up to 12 hours per day

RESPONSIBILITIES:

- Lead production line operation in accordance with plant policies and procedures.
- Ensure that training is done properly and coach production line employees as needed.
- Responsible for shift schedule to include: line assignments/rotations, employee breaks and overtime assignment.
- Facilitate shift meetings.
- Handle employee attendance issues.
- Gather performance data for team evaluation for performance appraisals.
- Act as arbitrator for team issues.
- Operate within standard operating procedures and job safety.
- Communicate with other Team Leaders, Quality Department, and Plant Manager.
- Ensure a clean and safe work area. Responsible for safety policies and programs adherence.
- Complete shift paper work. Gather and report end of shift plant performance summaries, i.e.: case efficiencies, scrap, grinds, and quality status.
- Assist in production as necessary.
- Other duties as assigned.
- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences

ASSIGNMENT, REVIEW & APPROVAL OF WORK:

- Under the direction of the Cookie Plant Manager, activities are assigned and conducted according to company policies and procedures.

QUALIFICATIONS:

Basic reading, writing, mathematical and computer skills required. Must understand and have full knowledge of production process and floor equipment. Employee needs to possess strong people, resolution, and communication skills. High school diploma or equivalent is required.

Two to four years of manufacturing experience preferred.

If interested in this position, return app/resume to: Attn: John Davidson, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148.