# BATAVIA, IL

# Group Lead - Job description

PRIMARY PURPOSE: The lead works at the direction of the production/warehouse supervisor in support of the production line

KEY ACCOUNTABILITIES: •

 Provides input to supervisor in decision making that has a direct impact on the efficiency on the production line/warehouse.

 • Must have experience with all set-ups before starting the production line and follow Lead start-up sheet.

• Assist all operators and maintenance in trouble shooting equipment.

• Document line operation, performance and down time through-out the shift.

• Relieve all operators for Lunch and Breaks when needed.

• Follow all company policies including but not limited to general manufacturing and safety practices.

• This position has responsibility for Food Safety and Quality within their influence. The associate in this job has the responsibility to report, in a timely manner, Food Safety and Quality problems to personnel with authority to initiate action on those problems

• Perform any other duties as instructed by management.

CAPABILITY PROFILE:

• Ability to work overtime when needed -Essential

• Ability to follow work procedures and safety rules-Essential

• Ability to read, understand, and follow directions/instructions-Essential

• Operational knowledge of all equipment -Essential

• Ability to stand, walk, bend, crouch, stoop, reach, stretch, step, climb and/or sit frequently or through the duration of the shift -Essential

• Have appropriate eye, hand and foot coordination to properly use various equipment and/or tools -Essential

• Ability to load/unload, lift/move equipment/product which may weigh up to 50 pounds -Essential • Pass all company testing -Essential

• Must submit to OSHA Powered Industrial Truck training and pass associated tests (X - Essential for Warehouse) -Desirable

WORKING CONDITIONS:

• Moving chemicals

• Noise levels that require the use of hearing protection

• Temperature and humidity swings

• Fumes associated with forklifts

 • Oil and grease used on machine parts for lubrication

• Frequent moisture during the cleaning process of production area

• Smell/odors associated with the product and equipment maintenance including chemicals used during cleaning process and cleanup and non-toxic glue

• Dust associated with corrugate boxes

• Allergen’s related to any food products

• Must wear personnel protective equipment as required within your facility in the appropriate designated areas

• The work involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment

• May be exposed to hazardous materials