

## Role Profile

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**Job Title:** Line Leader  
**Department:** Packhouse  
**Reports To:** Packhouse Management  
**Ref:** Ref-067, V2 – 23 Jun 2020

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### Role Overview

Under the direction of the Packhouse Management responsible for efficient and hygienic operation of the line and quality of the product & packaging.

### Main Duties

- Maintain efficient staffing levels and organisation of operatives on line to ensure target productivity standards are achieved
- Ensure operatives adhere to health, safety and hygiene standards in accordance with Company rules and regulations
- Ensure operatives have received appropriate training
- Ensure a 'Clean as You Go' policy is maintained at all times keeping the work area clean and tidy in line with Company policy and efficient work practises.
- Ensure that Company procedures and practises in handling mushrooms, packaging and waste material are maintained
- Ensure that equipment is operated and maintained to a satisfactory standard to achieve target productivity standards, at all times ensuring safe working practices are maintained
- Ensure that mushroom stock is rotated effectively using the oldest stock first unless authorised to do otherwise by management
- Ensure mushrooms are well presented in packs and are in compliance with product specification reporting any non-compliances to the Production management team.
- Ensure labels are correctly placed on packs, and the information on labels is correct and clearly legible
- Ensure product is not subjected to time/temperature abuse or any other form of abuse or mishandling
- Responsible for brand and product integrity
- Maintain effective communication with QA, Production Manager and General Operatives
- Ensure the efficient transfer of raw materials from chill to the packing department is achieved and subsequent transfer to despatch
- Ensure that label control and positive release procedures are complied with at all times.
- Ensure packaging stock is effectively managed minimising waste and coordinating efficient supply of packaging to the packing line
- Commence work each morning approximately 15 minutes before official start time ensuring that line is ready to operate at full production rate immediately packing team report for work
- Ensure product waste is minimised by effectively managing the packing team and setting up equipment to work at optimum machine settings

- Switch off lines at meal breaks
- On completion of production ensure that production area is left clean and tidy, all mushrooms are removed to the chill and packing line is cleaned and switched off
- Other associated duties including completion and inputting of any productivity measurement data or other management information processes
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations.

This is not an exhaustive list and is subject to change and amendment.

#### **Competencies to perform the role**

- Have a flexible approach to work
- Be capable of handling multiple priorities in a fast-paced environment
- Strong team player
- Be conscientious with strong attention to detail

#### **Experience and Qualifications**

- Proficient level of English
- Previous factory/warehouse experience is an advantage but not a requirement

#### **Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact