

10/3/2022

Robert

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Job Description **North Plant Line Lead Person**

1 Back Up

SUMMARY

Assists the Production Supervisor in the achievement of production goals while ensuring a safe work environment for the team lead, as well as compliance with company policies. If absent, North Plant Backup Line Lead will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Assists the Production Supervisor in leading the production activities of the Hormel production line.
2. Ensures production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
3. Along with QA and Supervisors, determines the production code date to be used in a production run by checking the manufactured date on the ingredients to be used.
4. Prints case labels to be used during production runs, ensuring product identification and traceability.
5. May operate the shrink wrapping and labeling equipment, helps set the code date to be used on the labeling equipment.
6. Assist the Production Supervisor in determining the amount of materials to be used during a run to ensure there are enough supplies available.
7. Assists the Production Supervisor in the training and development of employees.
8. Supports the machine operators in production set up.
9. Assists the machine operators, as well as maintenance, in identifying and troubleshooting production equipment challenges.
10. Other duties as assigned by the Production Supervisor.
11. Follows and insures adherence of line personnel to company Employee Hygiene Practices and food safety procedures.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting up to 50 pounds, and repetitive arm and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT AND MACHINERY USED

Pallet jack, Safety knife, Static Bar ,Conveyer, Tape dispenser, Scanner, Pallet Wrapper

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

10/3/2022

Robert Gruba
Employee Printed Name

[Signature]
Employee Signature

10/02/22
Date

Supervisor Signature