

Night Shift Leader

Cornerstone HR Pty Ltd • Dandenong South VIC 3175



Base pay
\$80 - \$95 / hr



Work type
Full Time



Contract type
Not provided

Job details



Date posted
07 May 2021



Expired On
06 Jun 2021



Category
Manufacturing, Production & Operations



Occupation
Planning & Scheduling



Base pay
\$80 - \$95 /hr



Work type
Full Time



Job mode
Permanent

Full job description

Shift Leader - Night

We are proud to partner with a unique Australian success story that manufactures a range of premium entertaining products along with on-trend health foods. We are looking for someone to join an extremely dynamic business that has doubled in size and complexity within the last two years, whilst also transitioning to a new purpose built site, in the sunny south east of Melbourne.

Specifically, you will be responsible for:

Safety

- Ensure that steps are taken to pro-actively identify hazards and assess and control risks. Take actions to immediately stop any observed unsafe act or condition and complete any correct actions with the team, line leaders and management team
- Maintains safe and clean work environment by educating and directing personal on the use of all control points, equipment, and resources, maintaining compliance with established policies and procedures
- Conduct risk assessments and contribute to the development, understanding and training of Standard Operating Procedures (SOP's)
- Report immediately any hazards, incidents or near misses and actively encourage all staff to develop this as a habit

Quality

- Work with QA regarding customers complaints and communicate with team members to deliver corrective actions
- Implement Good Manufacturing Practises (GMP) across the site with a Continuous Improvement focus to achieve optimal product quality, which is enabled by clear and concise communication
- Monitor and review quality targets and results for Operations on daily basis

- All production team members, quality of work, should be regularly checked by supervisors on a consistent basis to ensure that their work is meeting company standards
- Consistently monitor team members to make sure all the recipes, specifications and procedures are adhered to
- Drive culture for zero losses within the production and provide training to enable the line teams to reduce waste
- Cleaning procedures- improve and update, train staff, validate and review

People and Organisation

- Validate the induction of new team members
- Ensure that when new lines are installed and commissioned that the SOP's are reviewed and signed off with the team members and the Continuous Improvement Manager
- Agree the weekly schedule with the Planning Manager and schedule the resources required to satisfy the plan for the week ahead.
- Attend the weekly labour management meetings and ensure that all corrective actions are completed in a timely manner
- Manage the time and attendance of the Maintenance team members

Communications

- Conduct daily toolbox meeting with all team leaders to communicate plan and priorities for the day.
- Ensure that daily shift hand overs are conducted by the maintenance team and agree priorities with the Engineering Leader
- Conduct shift handovers with each shift leader.

The successful incumbent will have the the right attitude, aptitude and ability, proven experience leading a team in a manufacturing business and a genuine commitment to safety, quality, efficiency and building a positive team culture.