Job Title: **TEAM LEADER- SENIOR**

**SUMMARY**
Responsible for individual and team development, quality performance, cost parameters, and service to customers (internal and external). Works cross functionally with other departments to develop and execute operations initiatives. Leads problem solving for area of responsibility and cross functionally where applicable. Drives strong cross functional collaborations, facilitates projects and meetings cross functionally. Responsible for a team of individuals with varying levels of experience and education. The Team Leader is experienced in manufacturing, distribution and supply chain processes and leads team members through initiative implementation and improving performance.

**ESSENTIAL FUNCTIONS**

*Leadership*
- Directs multiple teams across departments/shifts; mentors/guides/coaches team members and peers. Effectively influences cross-functional departments.
- Works cross functionally to identify areas of opportunity; plans and executes projects as SME.
- Coaches and mentors less experienced Team Leaders to improve daily plans and builds monthly plans.
- Understands and manages and workforce planning; approves timecards.
- Site coordinator for crisis management. Acts as incident commander when needed.
- Cascades goals at an individual level that support the department vision.
- Determines, writes and executes appropriate performance management action; aligns with Operations Manager and Human Resources.
- Facilitates and influences strong cross-functional collaboration.
- Promotes collaborative labor relations; leads union business when necessary.
- Leads independent personnel investigations and RCA, and seeks final approval from leadership.
- Coaches and mentors less experienced Team Leaders to prepare communication materials with a future focus; presents complex communications.
- Aligns with Operations Manager to develop strategic workforce planning.
- Understands the collective bargaining agreement and employee handbook and how to operate within its boundaries.
- Makes hiring decisions and mentors junior Team Leaders in talent selection.
- Coaches, mentors and develops team members. Completes performance assessment; conducts 1:1 meetings with team members.
- Acts as Change Champion; delivers and implements effective change management. Changes are visibly seen throughout area including changes in team member behavior; coaches junior Team Leaders in effectively leading change.

*Technical Expertise*
• Has deep technical expertise in specific domain for other stakeholders.
• Technical expert in owned domain.
• Mentors and develops team members and entry Team Leaders on domain, including upstream and downstream impact of changes/decisions.
• Advises stakeholders on technical issues and provides plan for resolution. Gains stakeholder alignment.
• Drives problem solving and cross-functional partnership. Leverages knowledge of the value stream to promote change management. Coaches and mentors on use of LEAN principles.
• Drives continuous improvement of standard work across departments, seeks opportunity for sharing and aligning continuous improvement outside own department Job Safety Analysis (JSA) and quality standards. Understands impact of continuous improvement across the business.
• Identifies need for updates to policies and practices associated with managing impact of change Notice of Change (NOC) and Management of Change (MOC); partners with leadership to initiate.

**Compliance, Regulatory and Safety**
• Identifies possible environmental issues in functional area. Takes appropriate corrective action to address issues.
• Ensures GMP (Good Manufacturing Practices).
• Firm understanding of Serious Injury Fatality (SIF). Plans effective safety conversation by area based on data.
• Identifies safety issues before they occur; proactive hazard recognition.
• Leads employee injury incident investigations and root cause analysis, or near miss/near hit incidents that could result in injury.
• Consults on projects to develop safe work practices.
• Takes action to identify and prevent safety issues. Acts a Safety Champion.
• Enforces contractor safety awareness and adherence.
• Responsible for end-to-end safety food safety for functional area.

**Budget Responsibility**
• Owns budget for the department.
• Reports out plans for adherence.

**General**
• Maintains satisfactory attendance, to include timeliness.
• Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations.
• This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.
SUPERVISORY RESPONSIBILITIES
- Provides input to management regarding individual team member performance; schedules and approves overtime; takes disciplinary action, as necessary; addresses complaints and resolves issues. (Direct reports: Union hourly employees)

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS
- Bachelor's degree plus 4 years of production, operations or logistics experience reflecting increasing levels of responsibility;
  OR
  Bachelor's degree plus 5 years of military operations and leadership experience reflecting increasing levels of responsibility;
  OR
  High School diploma or State-issued equivalency certificate plus 8 years of production, operations or logistics, supervisory/managerial or military operations experience, reflecting increasing levels of responsibility.
- 3 years of supervisory or managerial experience; demonstrates team building, leadership and mentoring skills.
- 2 years of technical production/operations or technical maintenance experience.
- Experience implementing Lean Manufacturing practices.
- Experience leading high performance work teams and providing motivation to achieve plan goals.
- Experience using a production work management system.
- Environmental, health and safety experience in a manufacturing environment.
- Experience defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Experience managing Quality standards in a manufacturing environment.
- Required to work day, swing or graveyard shifts as scheduled.
- Required to read, write, and speak fluent English.

PREFERRED QUALIFICATIONS
- Bachelor's degree in Engineering plus 4 years of production, operations or logistics experience reflecting increasing levels of responsibility;
  OR
  Bachelor's degree in Business Administration or Management plus 5 years of manufacturing operations management, or logistics operations management experience reflecting increasing levels of responsibility;
- 4 years of supervisory or managerial experience; demonstrates team building, leadership and mentoring skills.
- MBA or Master’s Degree in Engineering.
• Experience implementing Lean Manufacturing practices.
• Consumer Package Goods experience.
• Experience working in a Union environment.
• Experience working with Computer Maintenance Management System (CMMS) and establishing sound maintenance procedures to assure equipment reliability.
• Robotics or controls experience.
• Experience managing processes within the Food Safety Modernization Act (FSMA).
• Experience interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
• Experience with MS Office Suite.
• Skilled at handling unusual or difficult inquiries/situations through direct personal action or refer to the appropriate individual.
• Experience working with all levels and functions within the Company.
• Demonstrated ability to adapt and overcome obstacles; stress tolerance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles, toxic or caustic chemicals, outside weather conditions and risk of electrical shock. The employee may also occasionally be exposed to extreme cold and high, precarious places.

• The noise level in the work environment is usually loud.

For the Cellar, the following will apply:
• While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles and toxic or caustic chemicals. The employee may also occasionally be exposed to extreme cold and high precarious places.

• The noise level in the work environment is usually moderate.