



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

A1 Job title: Packaging Supervisor

A2 Department/Programme: Bottling Plant

A3 Section/Project: Bottling Plant

A4 Reports to (position): Bottling Plant Manager

A5 Supervises (Name of Positions): Technical Operators, Operators, General Workers/ Casual Employees

B JOB DESCRIPTION

B1 Overall purpose of the job.

Leading and overseeing the production team in execution of the production plan, whilst ensuring that quality and safety standards are met.

Key Responsibilities;

General Management:

- Ensure that all required packaging materials and consumables are present when required.
- Ensure people and resources are applied in an efficient and effective manner to meet delivery requirements whilst achieving quality and safety standards.
- Develop and improve SOPs for all production activities.
- Ensure that team members follow defined manufacturing procedures.
- Ensure factory is clean at all times.
- Evaluate manufacturing equipment for safety, calibrations and functionality.
- Monitor and maintain all safety equipment and tools.
- Prepare for and monitor change over and/or line set up efficiencies.
- Ensure that SIC mechanisms are in place to track and production downtime, quality control checks etc.
- Complete all relevant documentation associated with the execution of the packaging operation(s) being performed.
- Maintain records for all operational activities.
- Ensure achievement of production throughput against defined KPI targets:
 - Safety – 0 Accidents, 0 Lost Time Injuries
 - Quality – 100% Compliance, 0 Defects
 - Production – 95% Efficiency
 - Waste – <2%
 - Adherence to Plan – 95%
- Ensure that the escalation procedure for all breakdowns, safety or quality concerns are followed.
- Manage stock control transactions with warehouse team.



JOB DESCRIPTION

- Ensure that non-conforming material is clearly identified and segregated.
- Own and drive our culture of “Right First Time and On Time”.
- Perform structured root cause analysis and resolve problems.
- Carry out incident, accident and non-conformity investigations with associated reporting and action closure.
- Monitor, review, and improve manufacturing and quality related activities and drive investigations, corrective and preventative actions.
- Proactively seek opportunities to drive improvement throughout production in support of department and site productivity targets to better improve customer service.
- Conduct risk assessments of processes and tasks in the department.
- Perform duties in such a way as to build an optimum cost-benefit ratio.
- Optimizes efficiencies and reduces labour costs as well as maximizing through-puts while minimizing labour use.
- Relentlessly seeks, shares and adopts ideas and best practices in and outside the Company and embraces change introduced by others.

People Management

- Coach team members in the correct execution of their tasks (operational and technical).
- Communicate team goals and regularly review to ensure team alignment.
- Coordinate the activities of personnel to assure production schedules are met.
- Ensure that team members understand and adhere to the operational/ quality/ process standards, work instructions, maintenance schedules and performance targets.
- Ensure that team members conduct the required autonomous maintenance tasks and any required running repairs on shift in accordance with work instructions and maintenance schedules.
- Coach and support team members in using the correct problem-solving techniques (such as 5Why, fish bone, OPL’s etc.) to solve situational problems.
- Responsible for ensuring a flexible, trained and agile team is fully in place by ensuring that all staff are proficient to support business demand.
- Monitor time and attendance and ensure compliance with company procedures.
- Motivate workers to enhance production quantity and at the same time maintain high production standards
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviors expected of them.
- Communicate Key Performance Indicators (KPIs) from the business so that each employee is aware of expectations and deliverables.
- Provide support and input to continuous improvement activities within the team.

Relationship Management

- Work with the Warehouse Planning Team to create and update the production schedule.
- Build strong networks across all functions including Quality, Blending, Engineering, Warehouse and Planning to ensure the goals and performance of the department meets the business demands.
- Build and maintain relationships that motivate, guide, and/or reinforce the breakthrough performance of others toward goal accomplishments.



JOB DESCRIPTION

- Effectively communicate information to the Plant Manager and fellow personnel, relative to the condition of the facility equipment and personnel performance.

Compliance

- Support the Bottling Plant in meeting regulatory obligations required by government bodies, including compliance with environmental, workplace safety, and food hygiene regulations.
- Support all safety and food safety audits and responsible for closure of any corrective action items raised in area.

C Knowledge, qualifications & Experience

CI.1 Education:

- University Degree or Higher National Diploma in Operations or Engineering.

CI.2 Experience, Skills and Competences:

- Experience in Bottling Line Manufacturing Processes (e.g. Blowmoulder, Filler, Capper, Labeller, Packer Machines), packaging, and utility operations.
- Experience working as a people manager/supervisor.
- Experience of assisting and developing (multi-skilled) people.

KNOWLEDGE OF:

- Demonstrated ability to consistently and independently follow policies and procedures, instructions, and to meet project timelines.
- Ability to work in a fast-paced environment with changing priorities.
- Ability to manage a wide variety of activities at the same time.
- Understanding of process control and performance measurements.
- Proven ability to apply structured problem-solving methodology to understand root cause and implement solutions.
- Excellent time management skills.
- Planning/ Presentation/Organizational skills.
- Thorough knowledge in safe systems of work, permit to work systems.
- Good industrial relations skills.
- Thorough knowledge in local and international legislation and standards relevant to the Bottling Plant.
- Knowledge of World Class Manufacturing/ Lean Manufacturing standards.
- Proficiency with Microsoft Office Suite to support daily operations.
- Knowledge of manufacturing SAP applications.
- Knowledge of ISO 9001 for Quality, HACCP- ISO 22000 for food safety, ISO 14001 for Environment & OHSAS – ISO 18001 Health and Safety standards including any other management systems that may apply.
- Ability to lead by example, gain respect from team and communicate with clarity whilst demonstrating excellence in approach to work and people activities.



JOB DESCRIPTION

- Role model of high-performance coaching skills and people management.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50kg.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.
- A flexible approach to working hours may be required to suit production demands or to meet critical deadlines.
- Shift work may be required based on production demands.

Knowledge of computer:

- Proficiency with Microsoft Office Suite to support daily operations.
- Proficiency in SAP

Communication Skills:

- Strong verbal and written communication skills to effectively relate with team members and the management.
- Requires the ability to communicate effectively using speech, vision and hearing.

SIGNATURES:

Job Holder (name):

Sign:..... Date:.....

Line Supervisor (name):.....

Sign:..... Date:.....