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# Example of Crew Leader Job Description

Our company is searching for experienced candidates for the position of crew leader. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for crew leader

* Work in a fast pace environment preparing product to feed lines and or prepare for the next stage of processing
* Welcome new-hires to the department, provide tours, and introductions
* Provide training and guidance to all department associates
* Assist with new-hire interviews and lead on-boarding activities with new associates
* Provide long-term support and follow-up for the new associate
* Participate in Safety Team Meetings
* Participate in Formal Training Classes
* Identify internal and external customers and anticipate their needs to consistently meet or exceed expectations
* Coordinate and schedule vacations requests and overtime as required
* Ensures overall performance of the team to include quality, safety, reliability, waste and sanitation to achieve business goals

## Qualifications for crew leader

* Must possess and maintain a valid motor vehicle operator's license and have willingness to use personal and/or company vehicle in the course of employment and be insurable by the company insurance carrier
* Coordinate all inbound/outbound rail traffic in regards to Ethanol, Coke, Coal, Storage, ect
* Must be able to communicate effectively with PTRA in regards to scheduling rail traffic
* Must be familiar with a railcar inventory management program
* Must possess general understanding of how corporate policies, procedures, practices and processes relate to the Ethanol business segment, associated business units
* Must demonstrate a thorough knowledge/understanding of rail logistics