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# Example of Production Team Lead Job Description

Our growing company is looking to fill the role of production team lead. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production team lead

* Ensure daily/weekly overtime coverage schedules are posted according to the policy
* Ensure/verify all daily inspections are completed and train employees when necessary for 100% adherence
* Escalate issues through the help chain as needed
* Drive cross training
* Drive safety/housekeeping
* Complete necessary production paperwork and documentation
* General backup for Shop Floor Control (SFC) and super-user
* Identifies safety hazards, unsafe conditions and/or unsafe acts through safety audits and initiatives, recommends corrective actions
* Expedites production of priority jobs to provide on time delivery for customers
* Responsible for leading, training and development of associates

## Qualifications for production team lead

* Supervise, direct and coach individual who pick, clean, process or pack product
* Review packing and labeling requirement with inline person assigned to packing and to assure that they are understood
* Applying labels
* Ensure that in line personnel are aware of applicable procedures or work instructions affecting their job functions
* Review of process related photographs as necessary
* Review of defect awareness photographs as necessary