Downloaded from <https://www.velvetjobs.com/job-descriptions/shift-team-lead>

# Example of Shift Team Lead Job Description

Our growing company is searching for experienced candidates for the position of shift team lead. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for shift team lead

* Communicates with all departments involved in the ordering system, including problem solving, resolving customer requests and developing new ideas to better the operating system
* Provide leadership and direction to production associates in the inspection and labeling of product by delegating duties and ensuring packaging operations are completed in a timely manner and according to SOP’s
* Perform packaging line start-ups, shutdowns, and clearances
* Responsible for ensuring adherence to production schedule and identify discrepancies to include sanitization, material handling, rework, units produced, downtime
* Inspect product for defects and respond accordingly
* Coordinate and manage all off-line reworks
* Daily resource planning including scheduling of production associates to lines
* Attend daily pass down meetings at the beginning and end of every shift
* Provide break coverage for production associates as needed
* Monitor ComplianceWire accounts to ensure production associates are compliant in their training

## Qualifications for shift team lead

* Frequent sitting, standing, walking, reading of written documents and use of computer monitor screen, reaching with hands and arms, talking, listening, writing, handling, grasping
* Occasional climbing ladders/steps walking up inclines and uneven terrain, stooping, kneeling, crouching, bending, turning, balancing, carrying
* High school diploma and work related experience in a lean manufacturing environment requested
* Prefer vocational education/training in plastics or tooling
* Process and investigates all return authorizations relating to O S & D
* Reconcile CHEP pallet and Pinnacle invoices