

JOB DESCRIPTION

Title: Team Leader
Responsible to: Production Operations Manager

Responsible for

- Maintaining the required quality and output in doing the tasks as outlined below, to ensure the Nursery's Business Goals are met
- Following nursery policies and procedures, ensuring safe working at all times
- Ensuring that any staff allocated to you carry out their work effectively and in line with stated best practice

Outline of Job

A cross-functional Team Leader able to lead and supervise a range of production-related teams. This will involve cultural, growing and despatch activities required across the business as departmental pressures fluctuate.

Primary Objectives

- Lead staff on growing and despatch-related tasks as allocated
- Carry out general responsibilities and duties as required of permanent staff

Specific Tasks and Responsibilities

Capable of undertaking personally the tasks listed below, or if allocated a team, ensuring that they carry out all tasks to the agreed quality standard:

Crop Production

- Ensuring work areas are left clean and tidy at the end of each working day or session and all equipment returned in good working order

In addition, being capable of:

- Maintaining crops weed, pest and disease free; ensuring they are clear of dead plants and debris; monitoring and encouraging good crop hygiene practices, including watering
- Ensuring batches are correctly labelled to the standard required by BOPP
- Liner potting where applicable according to stated schedules
- Grading and selecting A-Z plants for sale; maximising the number of plants available

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Health & Safety

- Ensuring you and your team are working safely and complying with relevant legislation and established Nursery procedures

In addition, being capable of:

- Communicating to your team any Risk Assessments and Best Practice Workshops pertinent to their job, and ensuring they are understood and adhered to
- Actively contributing toward the safe and efficient running of the Nursery by participating in Risk Assessment reviews and Best Practice Workshops through the year

Team Working

- Undertaking weekend duties and covering for other staff during holidays and sickness

In addition, being capable of:

- Communicating daily with Production Operations Manager regarding personnel requirements and priorities
- Communicating issues promptly to relevant Supervisor or Manager
- Liaising with other team members and assisting as necessary
- Being available for overtime to suit the needs of the business

Productivity – capable of:

- Determining work rates, planning accordingly and monitoring
- Maintaining quality and work practices at all times
- Providing on the job training for new or inexperienced staff and monitor progress
- Seeking to improve work rates, quality and effectiveness of all tasks

Paperwork – capable of:

- Completing Passfield and Labour related paperwork as delegated

Authority

As delegated by your Line Manager or Supervisor, in addition:

- Instruct and direct the team in the current task
- Direct timekeeping for breaks and work periods
- Discipline within the team, respect for others and helping to maintain company rules and policies
- Maintain work rate and output and quality

Training Expectations

- Relevant Team Leader training (e.g. ILM qualification achieved or booked)
- Manual Handling
- Basic plant growth knowledge (e.g. Plant Growth & Development)

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