



## Job Description

**Job Title:** Line Lead - Essex  
**Department:** Filling  
**Reports To:** Essex Plant Manager  
**FLSA Status:** Hourly, Non-exempt  
**Revision Date:** September 2019

### Summary

Responsible for leading a team on a filling line of up to 15 people safely while maintaining all production and quality standards.

### Essential Duties and Responsibilities

- Understand the processes and function of all equipment on the filling lines
- Ensure work is accomplished accurately, efficiently and consistently in accordance with product specification sheets.
- Manage team effectively to safely accomplish production.
- Develop problem solving skills, including when to stop and seek help
- Understand the types of materials and their effect on the finished product.
- Ability to make simple adjustments to all processes and understand their effect.
- Understand and follow quality standards, utilize lab measurements to assess batch quality.
- Recognize problems/defects with product and follow through on solutions/corrections.
- Accurately and legibly fill out sheets including verifying amounts of bulk and components and lot numbers as the order is being made.
- Verify staged quantities of material are sufficient to complete the order that is running.
- Verify materials required to complete the next order.
- Communicate variances to warehouse personal and inform plant management
- Deploy and adjust line staff to effectively run product on line while minimizing risk to product and personnel
- Ensure all code and labeling specifications are met, including verification scan of all barcodes.
- Verify the correct clean up procedure has been run between each run or change over.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to Manager and/or Human Resources/Safety Coordinator.
- Participate in proactive team efforts to achieve departmental and company goals.
- Suggest Support and implement continuous process improvements.
- Support and adhere to Twincraft's values and credo.
- Perform other duties as assigned.

### Personal Characteristics

- Enthusiastic
- Team Player
- Goal Oriented
- Detailed

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**To Apply:**

Fill out an application on our website, submit a resume to [jobs@twincraft.com](mailto:jobs@twincraft.com), or stop by our Winooski location at 2 Tigan Street Winooski, VT any time between 8:00am-4:30pm to fill out an application onsite!