

## JOB DESCRIPTION

<b>Job Title:</b>	Team Lead	<b>Job Category:</b>	7-Operatives
<b>Department/Group:</b>	Assembly	<b>Job Code/ Req#:</b>	
<b>Reports to:</b>	Assembly Supervisor	<b>Position Type:</b>	Hourly
<b>FLSA Status:</b>	Non-Exempt	<b>Location:</b>	NL

### Job Description

#### Essential Duties and Responsibilities

- Achieves results by clearly stating job expectations, communicating expectations, planning, monitoring and evaluating job progress and results; coaching employees; initiating work, coordinating and leading projects and following, enforcing and implementing management approved systems, policies and procedures
- Collaborates with other departments, employees, managers and supervisors fostering a spirit of cooperation and team work between departments
- Maintains safe and clean work environment by educating and training personnel on the use of set practices and procedures related to organization, LEAN, 5's and other Good Manufacturing Practices
- Daily supervision of staff, processes, and quality
- Trains employees on best production and manufacturing practices
- Optimization of lines; clear bottle necks
- Organization of people resources
- Ensuring lines have proper tools
- Responsible for Quality

#### Qualifications

- Knowledge of all departments and how they work with each other
- Machining Work centers
- Assembly and or Fabrication Processes
- Warehousing

#### Education and Experience Requirements

- High School Diploma or equivalent preferred
- Minimum of 6 months with Foliot Furniture or two years supervisory experience
- Previous leadership experience preferred.

#### Skills and Abilities

- Ability to work in a fast paced environment
- Ability to recognize issues and inform them quickly to the appropriate Manager
- Positive attitude and good communication skills.

Employee Signature/Name

Date