**Job Advertisement**

**Location**  
Proctor & Gamble (Kempton Park)

**Job Title**  
EOL Supervisor

**Mission**

To manage staff resources and productivity, the performance of direct reports in accordance with the site standards and procedures & facilitate communication through appropriate structures and systems within the business.

- Ensure that all shifts have a full complement of staff and organizing additional staff when requested.
- Ensure that all tasks operate according to the set standards.
- Reporting all problems and incident on the hand over sheet in the most detailed manner.
- Notifying management of issues and problems that occurred during the shift.
- Supervising size changes to ensure that all tasks have been completed and that necessary machinery have been moved safely.
- Ensuring that all staff members have the correct PPE and supply them with the necessary PPE when needed.
- Ensure the PPE issue forms are complete and signed by the staff member.
- Checking pallet labels and bundle labels on a consistent basis to ensure that there is a clear match between the labels and the finished product.
- Conduct and attend DDS2 daily meeting with your team to report problems and discuss issues that occurred during a shift.
- Always ensuring high standards.
- Evaluating tasks to ensure a safe environment.
- Supplying necessary materials that are needed for end of lines.
- Ensure that all materials that are ordered are delivered on time and stored in the correct locations in area 5.
- Ensuring that all lines are equipped with the correct number of bins and that the bins are placed in the correct locations (adherence to waste plan).
- Foresee that all supplied materials are delivered in time placed on specific areas/trolleys.
- Ensuring that all leave forms have been completed when needed.
- Foresee that all staff sign their register and it’s correct.
- Foresee that all repack is done during pit stops.
- Ensure that all lines are cleaned (Housekeeping) during pit stop as to comply with the standards.
- Ensure the pallet station are cleaned during pit stop.
Candidate Profile

- Assist in other areas of the operation as assigned by Management.

Matric (Grade 12)
- Supervisory skills training or similar.
- Computer literate would be advantageous
- Clear criminal record
- Able to work shifts and overtime when required.
- Detail orientated.
- Exposure to Health & Safety in a manufacturing environment.
- Should have good communication and leadership skills.
- Good knowledge of a production environment.
- Good reporting and problem solving skills.
- Must be English literate.
- Must be able to work under pressure.
- Must be able to work within a team and supervise a team of 30+ staff.

Report to
Senior Operations Manager – Sodexo Southern Africa
JHB Rivonia Head Office
(011) 803 6600

Location
Closing date
26 October 2020

Contact/Tel

Kindly ensure all applications are forwarded to Aurelia.jejane@sodexo.com by closing date.