

# MILL TEAM LEAD

## THE JOB

The Mill Team Lead is responsible for ensuring all facets in the Mill run safely, efficiently, and professionally.

## DUTIES & RESPONSIBILITIES

- Ensure that a shift plan is in place and machines are set up prior to the start of the shift.
- Assist in machine changeovers referencing the reman orders for order requirements.
- Adjusts machine for cutting depth and feed rate according to thickness and species of product.
- Ensure that correct species, grade, dimensions and quality of product are prepared for cutting by referring to work order.
- Continually double check outbound product fall within tolerances.
- Ensure finished product meets our “Packaging Guidelines”.
- Ensure employee’s fill in all documentation associated with the order.
- Assist with stacking and bundling of product for outbound shipments.
- Meet daily production targets as set out by your supervisor.
- Perform housekeeping activities as required.
- Participate in inventory cycle counts as necessary.
- Ensure all the inbound tags are being utilized in the timely manner.
- Ensure all data is recorded correctly in the mill production sheet.
- Train staff.

## Quality Control:

- Report any deficiencies in systems, facilities, machinery, equipment and/or tools immediately to your supervisor.
- Record and/or report product damage/nonconformities to your supervisor as required. This includes material that is being sorted if not hitting expected yields.
- Package outbound material in a professional manner (refer to packaging guidelines).
- Monitor direct reports to ensure that initial and secondary quality checks are being done.
- Ensure every lift that is produced is checked for accuracy, quality and packaging prior to being staged.

## KNOWLEDGE & SKILLS REQUIRED

- Basic mathematical skills.
- Excellent critical thinking skills, willing to “think outside the box”.
- Detail Oriented.
- Strong analytical skills.
- Willing to cross train.
- Positive attitude and able to handle a high stress environment.
- Excellent verbal and written communication skills.
- Able to take direction.
- Strong team player with the ability to self-manage and prioritize.



All candidates are required to be fully vaccinated.

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "*YOU'LL LOVE DOING BUSINESS WITH US*".

### Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

**Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.**

