



Packaging Supervisor

Job Title:

Packaging Supervisor

Place of Work:

Based in Cape Town at Tiny Keg Can Co

Scope and General Purpose:

Responsible for the successful operation of the Tiny Keg Can Co Facility

Responsible to:

Production Manager

Liaises with:

Production Team

Key Performance Areas

Please refer to the next page for areas in which your performance in this role will be measured.



Packaging Supervisor

Key Performance Areas

Supervise Packaging Operations: Oversee and manage the day-to-day packaging operations in accordance with Tiny Keg Can Co's policies and procedures.

Quality Control: Maintain high-quality standards for packaging, including monitoring packaging materials and conducting regular inspections to prevent defects and maintain product integrity.

Safety Compliance: Enforce safety regulations and guidelines to create a safe working environment. Ensure adherence to quality & food safety standards according to good manufacturing practices & in line with ISO 22 000.

Inventory Management: Monitor and manage packaging material inventory levels to ensure uninterrupted production. Coordinate with the procurement team to order materials as needed.

Equipment Maintenance: Oversee the maintenance and repair of packaging machinery and equipment. Schedule preventive maintenance and address breakdowns promptly to minimize downtime.

Documentation: Maintain accurate records of production data, including packaging quantities, waste levels, and quality control results. Generate reports as needed for management and regulatory purposes.

Continuous Improvement: Identify process improvement opportunities and lead initiatives to enhance packaging efficiency, reduce waste, and improve product quality.

Communication: Foster clear communication within the packaging team and with other departments, such as production, quality control, and logistics, to coordinate activities effectively.

Training and Development: Provide ongoing training and development opportunities to packaging team members to enhance their skills and knowledge



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Problem Solving: Address packaging-related issues, such as equipment malfunctions, quality deviations, and supply chain disruptions, by quickly identifying root causes and implementing corrective actions.

Waste Management: Develop and implement strategies to minimize packaging waste and promote recycling and sustainability practices within the packaging department.